

# Irvine Unified School District



## Attendance Accounting

### Reconciliation:

At the close of each attendance month Operations will send your 'Final' detail and summary reports to Drive O, you must print them. (Regular, if applicable, TK and Extended Learning) Please reconcile your Enrollment and Attendance reports, have the principal sign and date the final Attendance Summary(s), make a photocopy for your records and send 'Original' signed Attendance Summary to the D.O. via district mail. Refer to the Attendance Time line for Reconciliation due date.

### ABI: (Every Friday) HIGH SCHOOLS ONLY

- Print the ABI Weekly Attendance Reports (Electronic Signature you don't need these reports).
- Distribute to the teachers have them verify the information is correct and sign and date it.
- Collect the signed Weekly Attendance Reports
- Verify all the report pages have been signed/dated and that all the students on the page show attendance reported. The only thing the teachers are verifying is that the student was either absent 'A', 'P' present or Tardy. If the parent informed the teacher the student was sick after attendance was taken and the teacher hand wrote in the correction make sure the change is put in Aeries and listed on your absent log.  
\*LOOK FOR HANDWRITTEN CHANGES. \*LOOK FOR SIGNATURE/DATE.

### Aeries: Month-end

- **Print an Unverified Absence Report** - Select dates for the entire year. Report should be blank. If not, make sure all 'A' absent codes are verified. If the parent has not called in a reason for absence by month-end mark absent code to 'U' Unexcused ( Elem) and 'C' Cut ( Secondary/HS ).
- **Print an Attendance Audit Listing** - Verify there are no data errors. Any enrollment fields missing, such as track, teacher, mismatched grade, etc. will show up on this report. If errors, reconcile and keep report in month-end file.

**Example** \* A common mistake is the student is enrolled, but not in attendance or a 'Mismatched' program code. Which means the Student Data\_1.Attendance screen was not updated or is missing the "S" code. (See below) The same grade, program, track and teacher information has to be entered on both screens. The 1<sup>st</sup> page of the Student Data screen is the enrollment information and the 1. Attendance\_ Enrollment screen data controls the attendance reports. The student 'Enter' and 'Leave' line needs the following information; Date entered/left school, grade, program, track and teacher number (Elem.only). Every 'Leave' line entered must also include 'Exit code' under Reason.

Date	Ent/Lv	Grd	Prg	Trk	Tch	Teacher	Reason	HxtSchl	AttPgm1	AttPgm2	RptgSchl	IntDst
Thu 09/02/2010	E	6	A	167	Covelman						0	

**Example\*** Mismatched program code error – 1.Attendance screen enrollment tab is missing the 'S' (see above) Enter the 'S' and then view the Audit Listing again, it should no longer be on the report. If this program code wasn't caught this student would have been counted as a **regular** student all year since most of the attendance reports run using the Attendance 1 data.

- **Verify all of your Independent Study 'Completed' contracts are entered at this time.** Pull your Ind. Sty. Log and make sure all exiting and returning students have been recorded in Aeries. Do not record Work Complete (Z) in Aeries until you have received the completed contract back from the teachers. Contact your teachers with open Ind. Sty contracts and let them know it's month-end and you need the final contract back.
- **Reconcile Aeries vs. SEIS Special Ed (SDC) Students** - Verify no changes have occurred to the status of any SDC students tagged in Aeries as Program 'S'. Special Ed psychologists and teachers are slow to inform you clerks of any IEP changes. This procedure is to assure our Aeries reporting is accurate. The case workers have been instructed to print and give to the attendance clerk a copy of the CASEMIS page for any changes they've made to a Special Ed students status. You use the date on the CASEMIS page as the exit or enter date in Aeries. Please keep these CASEMIS pages as backup.
  1. Run a Query in Aeries to list all of your students who are coded Program 'S' (SDC).  
(Query - LIST STU SN LN FN ID GR SP IF SP = S)
  2. Run the 'SDC Caseload' students report out of SEIS program. It identifies all of the students at your school that meet the requirements as SDC students. The students IEP must say they receive 50% or more of services to be tagged as SDC.
  3. Now simply compare the two reports. If they are the same that's great! Aerie's is correct.
  4. If they are **not the same**. Mark the differences and give copies of both reports to the Case worker/teacher to correct and let them know you need this corrected ASAP! They should give you the CASEMIS page that shows the status. The SDC box will either be checked Yes or No. So you can make the change to Aeries one way or the other.
  5. If you do not receive prompt response from the case worker, contact Emily Goodman in the Special Ed office to get results at X 5241

## Preliminary Reports

### Gains & Loss Report: *Print the Gains & Loss Report*

- This is one of the **most important** parts of your reconciliation. Maintaining the '**Enrollment**' numbers in Aeries for your school site.
- This report prints out by grade and program. Verify that each grade level matches the students you recorded on your **manual 'Add/Drop' list** and **1<sup>st</sup> day 'Class list'**. All three reports should match. With the exception of students out on Independent Study, they will not be on your manual lists. I suggest that you circle the ending number on the 'Class list' at each attendance month-end. It makes it easier for auditors to balance and gives you a starting point for next attendance month. Also make sure you don't just log the name of the new student on the 'Class list'. You need to record the STD #, Add date, students first and last name. If they drop/leave simply cross their name off the class list and record the date & reason such as; moved, transferred dropout, etc...
- All three reports must balance to the same numbers. And those numbers must be matched to the Summary Report. All Aeries Attendance report's tie to each other so if you don't compare them to your manual Add/Drop list you may be missing a student that hasn't been entered to Aeries or if a student has left you may have forgotten to remove him/her from Aeries. That's why it's so critical that you compare the manual reports to the Gains & Loss report. You want the enrollment to be correct so you must verify that no student(s) have been overlooked, who has left or entered your school.

\*Reminder Exception - Aeries has a data problem - if the student's last day of attendance is **the last day of the attendance month**, then he/she name will not be included on the Gains & Loss or Summary report, so your enrollment count may not balance. Just make a note on the gain/loss report that this student wasn't included in the current month's reports. The following month everything will balance out.

## Summary: *Print a Summary Attendance Report*

Each Program is printed on a different page. Each Program needs to be reconciled.

Middle schools are also sorted by Track. Each track is also printed on different pages.

**Program Blank** - Regular Program,

**Track A** - Traditional & 7<sup>th</sup> Grade

**Program G** - In school outside of their grade,

**Track B** - Year-Round

**Program H** - Deaf & Hard of Hearing Program

**Track C** - 8<sup>th</sup> grade

**Program I** - Independent Study,

**Program T** - Independent Sty - Special Education students

**Program S** - Special Education - SDC

**Program C** - County Programs

The Summary Attendance Report is used to reconcile all of your reports. Your responsibility is to reconcile the enrollment columns B, C, E, and F. You also need to verify the Year-to-date Column N, for Independent study Program I page. Use your 'manual' Independent Study log to verify the numbers are correct. Tally all completed I/S days it should match Col. N.

Your first step; pull **last month-ends** summary report and verify that Column F (the ending balance), is the same as Column B (starting balance), on the new month-end report. **If it's not, stop! the reconcile process.** A change was made **after** month-end close that affected the report. You'll have to find out what you did. At this point, you would usually call me and we can figure it out. If the starting balance is the same continue to the next step;

Your second step; verify the Gains & Loss report matches to the Summary - Columns C (Gains) & E (Losses). Since you've already reconciled the Gains & Loss report to the manual Add/Drop list and Class List you know what the ending numbers should be. (Exception\* Change's made on the last day of the month)

Use the guide below to help you reconcile the columns on the Summary Report.

### Regular Program

- Reconcile Column B with *ending enrollment* from **previous month** Column F
- Reconcile Column C - Gains - Match with your *Adds* on **the Add/Drop list and G & L**
- Reconcile Column E - Loss - Match with your *Drops* on the **Add/Drops list and G & L**

### Program G – High Schools Only - In school outside of their grade

- Draw a line through this page it represents students not enrolled at your school but attending one or more high school courses. Or, if you keep track of enrollment, verify column F with the class list total.

### Program H - Deaf & Hard of Hearing Program

- Reconcile Column F with the Class List total.

### Program I - Independent Study

- Reconcile Column B with ending enrollment from previous month
- Reconcile Column C with Adds
- Reconcile Column E with Drops (Remember that if the student's last day of attendance is the last day of the month, then he/she will not be included in your enrollment count until the following month).
- Reconcile Column F with Independent Study Log.
- Reconcile Column N with Independent Study Log.
  - Column N represents the year-to-date total of Independent Study days completed.

### Program S – Special Education - SDC

- Reconcile Column B with ending enrollment from previous month
- Reconcile Column C with Adds
- Reconcile Column E with Drops (Remember that if the student's last day of attendance is the last day of the month, then he/she will not be included in your enrollment count until the following month).
- Reconcile Column F with the Class List total.

### Program T – SDC Independent Study

- Reconcile Column B with ending enrollment from previous month
- Reconcile Column C with Adds
- Reconcile Column E with Drops (Remember that if the student's last day of attendance is the last day of the month, then he/she will not be included in your enrollment count).
- Reconcile Column F with Independent Study Log.
- Reconcile Column N with Independent Study Log.
  - Column N represents the year-to-date total of Independent Study days completed.

### Program C – County Programs

- Reconcile Column F with the Class List total.

### Detail: *Print the Detail Attendance Report*

- This report is sorted by teacher for the elementary level and by grade level for Middle and High Schools. It's a daily account of the attendance month at a glance. Review and verify all information is correct. Thumb through this report and verify there are no 'A's' Unverified Absences or other odd absent codes that were used in error. Such as; too many funeral days recorded or Independent Study recorded wrong. Adjust Aeries if absent codes need to be fixed and re-print detail report page(s) affected. Secondary Sites \_ Attendance reports only record the All Day code absences. It's important to clear all period absences each day/week/month. If all periods are absent the All Day **must** be added to reflect the absence.

### Corrections - If you make a change that affects a previous month.

If the Summary and Detail report is changed, then:

- photocopy the page(s) with the correction
- highlight the items to be changed
- make the correction in Aeries
- reprint the detail and summary page(s) with new changes
- have the Principal sign and date the correction page(s)
- send a Original correction page(s) to Robbi Edmondson at the D.O.
- File the correction copy page(s) to your original copy in your month-end file. Never throw away the original Final I.S. report, simply staple the corrected page to the old page.

**Electronic Attendance (ABI) is used at IUSD for our teachers to take attendance.** In November 2011 we were approved by the state to allow **Electronic Signature Approval**. With that being said the task of running the Weekly Attendance Reports is no longer required for the elementary and middle schools. The HIGH SCHOOLS are not approved at this time, so they must continue to run the Weekly Attendance Reports.

The procedure of running the **Missing ABI Report** has been in place for quite some time but with Electronic Signature in place it is even more critical to run and clear this report on a daily basis. Our auditors need a source document to track back to the teacher and without a weekly signed Roster their job is much tougher. The auditors will review this report to make sure all teachers are taking attendance. Making sure we are not claiming hours of apportionment that are not accurate. Since we use *negative* attendance in Aeries it basically says that all students are present unless they are marked absent. So if a teacher is not taking attendance all students are considered present.

It is equally important that our High Schools also follow this procedure. Secondary Schools must run the Missing ABI Report each period of the day and send runners, emails, PA announcement to the teachers to take their attendance. It is very time consuming but must be done to make sure we are not claiming apportionment for hours that students were not present.

**Missing ABI Report – Must be printed daily to verify that all teachers have taken attendance. You must contact the teachers to ‘submit’ ABI attendance so the report will clear.** If teacher names are left on the report you must write Why? Attendance was not taken, the reason and how it was resolved. Keep and File with month-end reports.

**If you have a problem with ABI?** Print Manual Rosters so the teacher can take attendance. Have the teachers sign and date turn into the office. If the issue with ABI is not resolved on the same day you’ll have to enter the attendance directly into Aeries. Keep the teachers signed manual rosters attach them behind the Missing ABI report and file with your month-end reports.

Verify Track A, B, or C Note\* Each Track will have a separate page

Verify Program - Regular, S, I Note\* Each Program will have

**SCHOOL NAME**

**MONTHLY ATTENDANCE SUMMARY**

Month 2 - From 08/22/11 Through 09/16/11

Track A		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Regular Program		# Days Taught	Enrollment Carried Forward	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D+E)	Days Not Enrolled	Days Non-Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	Total Apport Attendance	Days Taught	Total ADA (M/N)
1	Grade Level	Teacher Number															
2	K	123															
3	K	125															
4	TOTAL KDG	TOTAL															
5	1	127															
6	1	129															
7	TOTAL	TOTAL															
8	2	131															
9	2	133															
10	TOTAL	TOTAL															
11	3	135															
12	3	137															
13	TOTAL	TOTAL															
14	TOTAL 1-3	7															
15	4	139															
16	4	141															
17	TOTAL	TOTAL															
18	5	143															
19	5	145															
20	TOTAL	TOTAL															
21	6	147															
22	6	149															
23	TOTAL	TOTAL															
24	TOTAL 4-6	7															
25	7	151															
26	7	153															
27	TOTAL	TOTAL															
28	8	155															
29	8	157															
30	TOTAL	TOTAL															
31	TOTAL 7-8	7															
32	GRAM TOTAL	7															

Reconcile this column on the Ind Sty Prog I report page, against the total days you have recorded on your manual Independent Study log as Completed 'Z' contract days

Reconcile with Manual Add/Drop list & Gain/Loss Report Drops

Reconcile with Column F from prior month

Reconcile with Manual Add/Drop list & Gain/Loss Report Adds

Reconcile with Class List & Gains/Loss Rpt record

This Column represents the number of days a student is not enrolled. Example: if Col. A shows 7 days in the month and a student enters the classroom on day 5, then the number would show 5 days not enrolled in the current month. \* Detail Rpt.

This Column represents the number of days a student is present.

This column represents possible attend days for the

If you add prior months Col. N to this Col. J it should match the current months YTD Total Apport. Col. N

This is the actual attend. earned

This is the Total ADA earned this month.

Month-end % of Attend

This Col. M shows you any student that has left in the Att. month

Reconcile this column on the Ind Sty Prog I report page, against the total days you have recorded on your manual Independent Study log as Completed 'Z' contract days

Year to Date Total ADA

Year to Date Total Days Taught

Note\* if you make any corrections after you've received the 'Final' Summary Report from I.S., you must re-print the Summary & Detail report page affected and staple the revised version to the original report.

Never throw away the original Summary report you receive for the I.S. Department.

# How to view/print a Summary and Detail Attendance Report

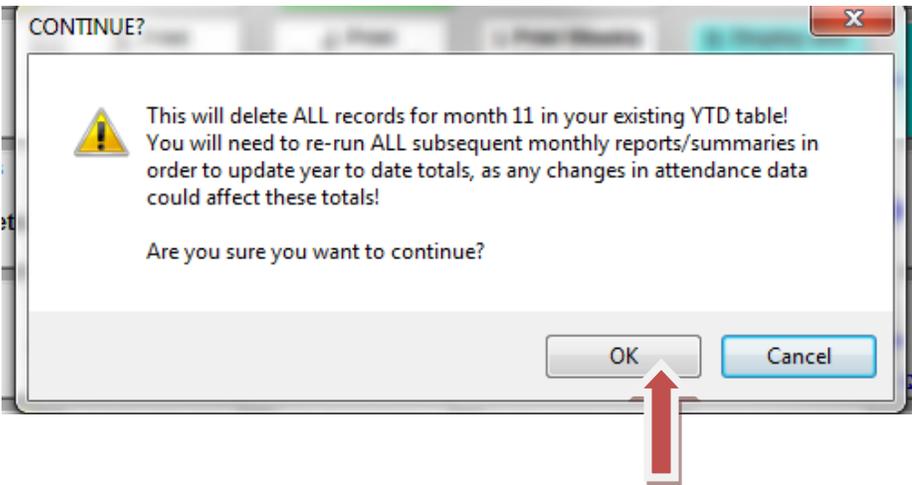
From the Aeries Control Panel - **Click on** Attendance Accounting

Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Skip/Keep. Q3 =

Click on 3. - Monthly Attendance *Detail* Report or Click on 4. - Monthly Attendance Report = *Summary*



Enter the month you want to print this report. Click **OK**



Click on **OK**

**Detail Report - 3. - Monthly Attendance Report - prints 'detail' information students & daily absences**

5/23/2012  
9:24:41 AM

**Turtle Rock Elementary**

2011-2012 Page 1

**Track A** **MONTHLY ATTENDANCE REPORT** Month 11 - From 04/30/2012 Through 05/25/2012 Teacher 2 - Kaczynski Grade K

**Regular Program**

STU#	Student Name	04/30	05/01	05/02	05/03	05/04	05/07	05/08	05/09	05/10	05/11	05/14	05/15	05/16	05/17	05/18	05/21	05/22	05/23	05/24	05/25	Not Enrolled	NonAppr Abs	Total Appor	
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI				
006317	Allen, Claudine A.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19	
006319	Beddome, Jacob D.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006257	Bhansali, Raj	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006303	Booard, Andrew S.	--	--	--	--	--	--	--	--	--	--	--	--	--	UNX	--	--	--	--	--	--	HOL	0	1	18
006425	Compton, Tyler L.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006274	Doan, Carter T.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006224	Erwin, James G.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006379	Gomez, Morgan T.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006244	Hashemi Tari, Deva	--	--	--	--	--	TDY	--	--	--	ILL	--	--	--	--	--	--	--	--	--	--	HOL	0	1	18
006763 +	Hernandez, Andrew	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	--	--	--	--	HOL	15	0	4	
006324	Khosravi, Aurivon A.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	TDY	--	--	--	--	HOL	0	0	19
005673	Kim, Mark J.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006456	Klein, Mieke I.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006212	Mckenna, Claire E.	--	--	--	--	--	TDY	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006307	Reinscheid, Tim W.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006368	Remmer, Relle A.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006310	Ridder, Sophia G.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006338	Rignot, Chiara I.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006315	Saenouanna, Be	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006441	Simon, Barak S.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006374	Sorensen, Luke B.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006285	Srinivasan, Priva C.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006449	Taylor, Cristina M.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006432	Thaver, William D.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006235	Torabi, Jessica R.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006342	Tsano, Kyla	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006326	Warschauer, Mika R	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006581	Wilkins-Huff, Mateo	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
006308	Yanq, Jeffrey S.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	HOL	0	0	19
Daily Apportionment:		28	28	28	28	28	28	28	28	28	27	28	28	28	27	29	29	29	29	0				534	
Class Totals:		Days Taught: 19	Carried Forward: 28	Gains: 1	Total: 29	Losse: 1	Ending Enrollment: 28	15	2	534															

Summary Report - 4. - Monthly Attendance Summary

**Turtle Rock Elementary**

05/23/2012  
09:20:24 AM

2011-2012 **MONTHLY ATTENDANCE SUMMARY** Page 1

Track A Traditional Sch Month 11 - From 04/30/2012 Through 05/25/2012

**Regular Program**

Grade Level	Tchr No.	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enrollment (B+C)	E Losses	F Ending Enrollment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	N O P		
															YEAR TO DATE		
															Total Apport Attend	Days Taught	Total ADA (N/O)
K	002	19	28	1	29	1	28	15	2	551	534	28.11	99.63%	1	4452	162	27.48
K	210	19	0	0	0	0	0	0	0	0	0	0.00	0.00%	0	0	162	0.00
K	747	19	28	1	29	1	28	26	6	551	519	27.32	98.86%	0	4421	162	27.29
K	753	19	28	0	28	0	28	0	1	532	531	27.95	99.81%	0	4320	162	26.67
K	TOTAL	19	84	2	86	2	84	41	9	1634	1584	83.37	99.44%	1	13193	162	81.44
<b>TOTAL KDG</b>		<b>19</b>	<b>84</b>	<b>2</b>	<b>86</b>	<b>2</b>	<b>84</b>	<b>41</b>	<b>9</b>	<b>1634</b>	<b>1584</b>	<b>83.37</b>	<b>99.44%</b>	<b>1</b>	<b>13193</b>	<b>162</b>	<b>81.44</b>
1	110	19	27	2	29	0	29	21	7	551	523	27.53	98.68%	0	4466	162	27.57
1	125	19	28	0	28	1	27	6	5	532	521	27.42	99.05%	0	4436	162	27.38
1	755	19	28	0	28	0	28	0	8	532	524	27.58	98.50%	0	4592	162	28.35
1	767	19	28	2	30	0	30	6	8	570	566	29.26	98.58%	0	4649	162	28.70
1	TOTAL	19	111	4	115	1	114	33	28	2185	2124	111.79	98.70%	0	18143	162	111.99
2	210	19	29	1	30	0	30	17	1	570	552	29.05	99.82%	0	4666	162	28.80
2	225	19	32	0	32	1	31	0	4	608	604	31.79	99.34%	1	4996	162	30.84
2	760	19	30	1	31	0	31	0	6	589	583	30.68	98.98%	0	4867	162	30.04
2	772	19	31	1	32	1	31	22	7	608	579	30.47	98.81%	0	4822	162	29.77
2	TOTAL	19	122	3	125	2	123	39	18	2375	2318	122.00	99.23%	1	19351	162	119.45
3	757	19	31	1	32	0	32	6	5	608	597	31.42	99.17%	0	5135	162	31.70
3	765	19	31	1	32	0	32	15	4	608	589	31.00	99.33%	0	5005	162	30.90
3	774	19	32	0	32	0	32	0	7	608	601	31.63	98.85%	0	5059	162	31.23
3	775	19	32	0	32	0	32	0	7	608	601	31.63	98.85%	0	5065	162	31.27
3	TOTAL	19	126	2	128	0	128	21	23	2432	2388	125.68	99.05%	0	20264	162	125.09
<b>TOTAL 1-3</b>		<b>19</b>	<b>359</b>	<b>9</b>	<b>368</b>	<b>3</b>	<b>365</b>	<b>93</b>	<b>69</b>	<b>6992</b>	<b>6830</b>	<b>359.47</b>	<b>99.00%</b>	<b>1</b>	<b>57758</b>	<b>162</b>	<b>356.53</b>

Principal Signature \_\_\_\_\_ To the best of my knowledge, the information contained on this document is accurate and complete.  
Date \_\_\_\_\_

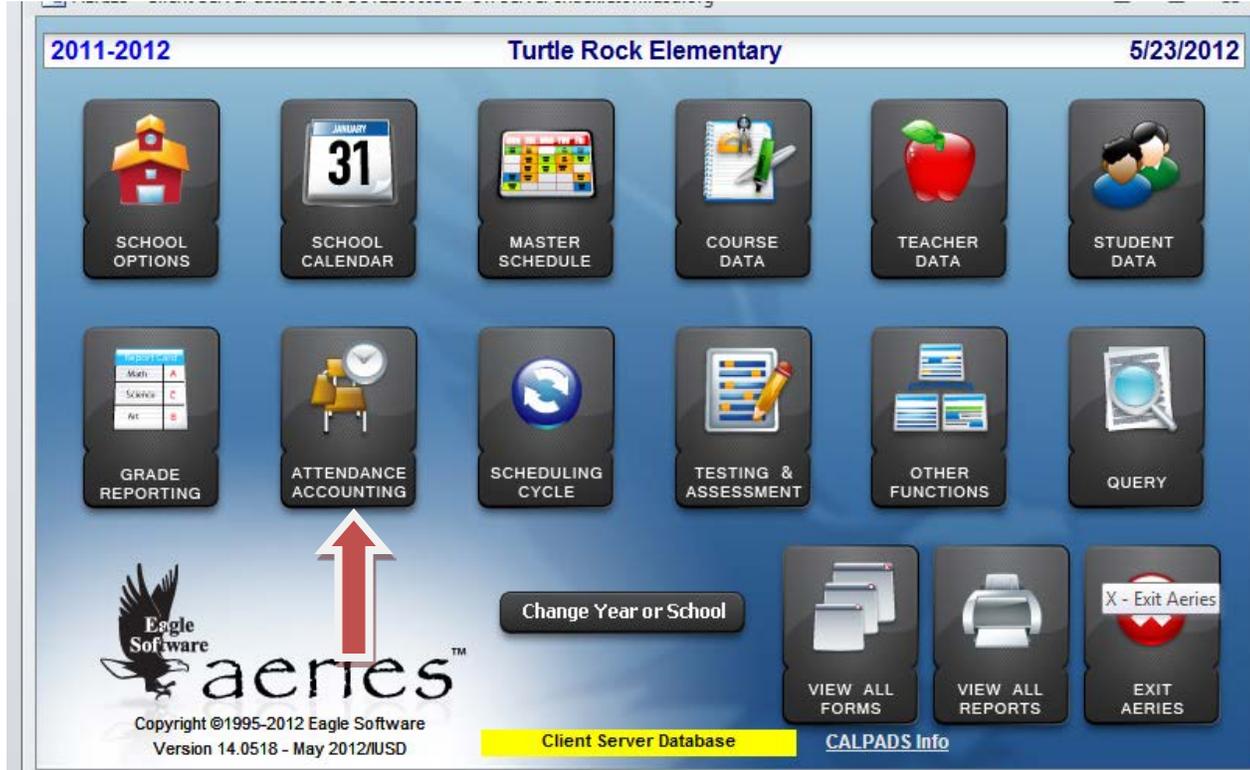
**Gains and Loss Report:**

- Reconcile this report, compare it to your **manual** Add/Drop & 1<sup>st</sup> day -Class List. All three reports should be the same.
  - Each name on the Gains/Loss should appear on your Add/Drop list & Class List
  - The date on the Gains/Loss report should be the first/last day the student was in attendance
  - Amount carried forward for each grade level should match Column B of the Summary
  - Ending Enroll should match Column F of the Summary and Class List ending enrollment for the attendance month

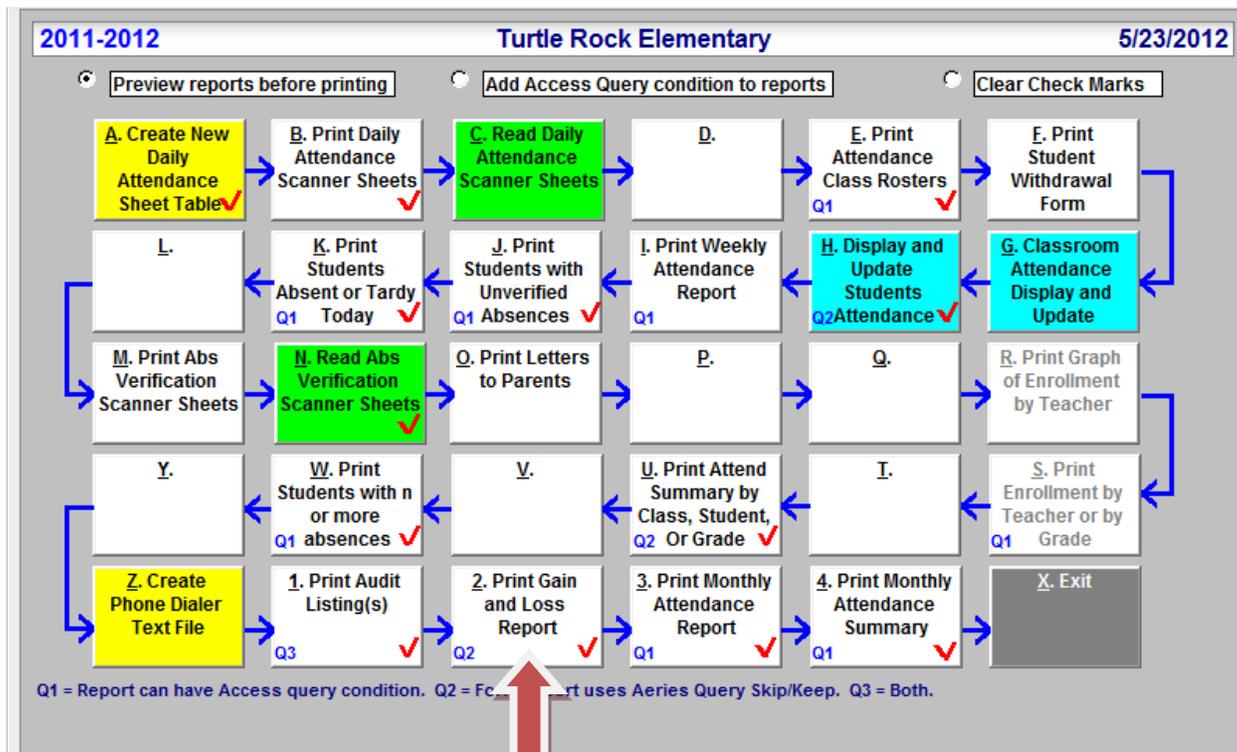
<b>Turtle Rock Elementary</b>						05/23/2012 09:34:06 AM		
2011-2012		<b>GAIN AND LOSS REPORT</b>				Track A		Page 1
Regular Program		04/30/2012 through 05/24/2012				Grade K		
DATE	STU#	Student Name	Perm ID	Sex	GAIN	LOSS	RS	Tch
5/11/12	6237	Handa, Nathan A	191111153	M		LOSS	440	747
5/11/12		Carried Forward: 84	Gains: 0	Total: 84	Losses: 1	Ending Enroll: 83		
5/21/12	6763	Hernandez, Andrew	156110114	M	GAIN			2
5/21/12		Carried Forward: 83	Gains: 1	Total: 84	Losses: 0	Ending Enroll: 84		
5/23/12	6759	Kokobo, Seishiro	156110112	M	GAIN			747
5/23/12		Carried Forward: 84	Gains: 1	Total: 85	Losses: 0	Ending Enroll: 85		
5/24/12	6581	Wilkens-Huff, Mateo W	191111396	M		LOSS	440	2
5/24/12		Carried Forward: 85	Gains: 0	Total: 85	Losses: 1	Ending Enroll: 84		
<b>Trk/Prom/Grd Totals</b>		Carried Forward: 84	Gains: 2	Total: 86	Losses: 2	Ending Enroll: 84		
<b>Trk/Prom/Grd Net</b>		Carried Forward: 84	Gains: 2	Total: 86	Losses: 2	Ending Enroll: 84		

**Forward bal. 84      2 Gains      2 Losses      Ending 84**

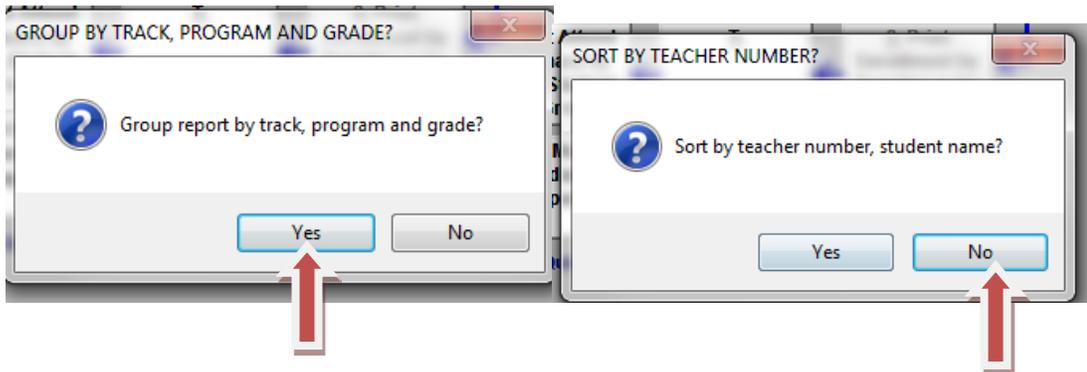
# How to View / Print Gains and Loss Report From the Aeries Control Panel



Click on Attendance Accounting



Click on 2. Print Gain and Loss Report



Click on 'Yes'

Click on 'No'

Please enter a beginning date.      Please enter an ending date.

04/30/2012      05/24/2012

OK      Cancel

Enter the current Attendance Month-end date range. (beginning & ending date)

**Gains & Loss Report by Grade & Program.**

05/23/2012  
09:34:06 AM

2011-2012      **GAIN AND LOSS REPORT**      Track A      Page 1

**Regular Program**      04/30/2012 through 05/24/2012      **Grade K**

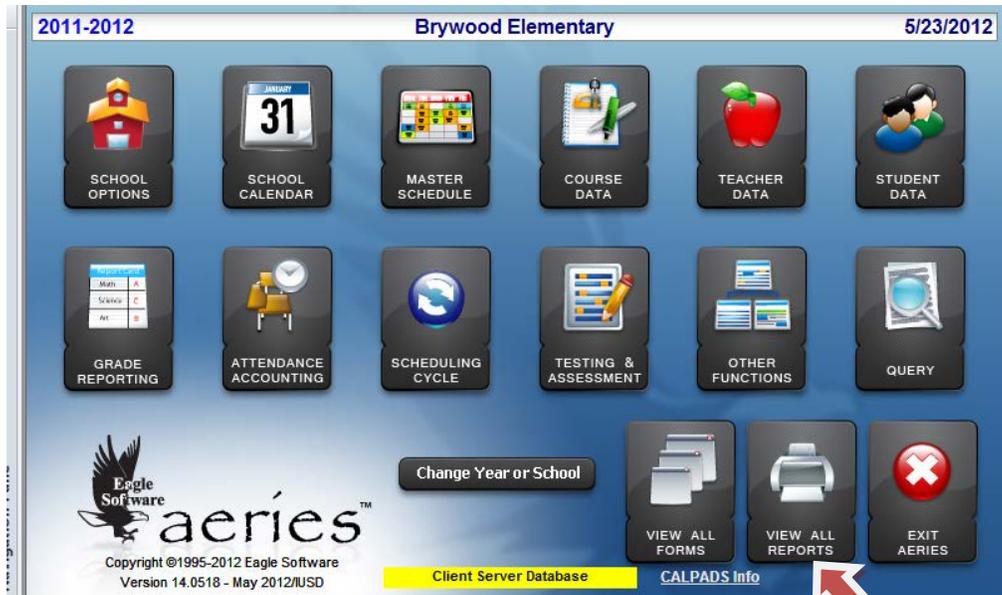
DATE	STU#	Student Name	Perm ID	Sex	GAIN	LOSS	RS	Tch
5/11/12	6237	Handa, Nathan A	191111153	M		LOSS	440	747
5/11/12		Carried Forward: 84	Gains: 0	Total: 84	Losses: 1	Ending Enroll: 83		
5/21/12	6763	Hernandez, Andrew	156110114	M	GAIN			2
5/21/12		Carried Forward: 83	Gains: 1	Total: 84	Losses: 0	Ending Enroll: 84		
5/23/12	6759	Kokobo, Seishiro	156110112	M	GAIN			747
5/23/12		Carried Forward: 84	Gains: 1	Total: 85	Losses: 0	Ending Enroll: 85		
5/24/12	6581	Wilkins-Huff, Mateo W	191111396	M		LOSS	440	2
5/24/12		Carried Forward: 85	Gains: 0	Total: 85	Losses: 1	Ending Enroll: 84		
<b>Trk/Prom/Grd Totals</b>		Carried Forward: 84	Gains: 2	Total: 86	Losses: 2	Ending Enroll: 84		
<b>Trk/Prom/Grd Net</b>		Carried Forward: 84	Gains: 2	Total: 86	Losses: 2	Ending Enroll: 84		

**Add/Drop a Student: You can print this to help you verify your 'Manual' Add/Drop List.**

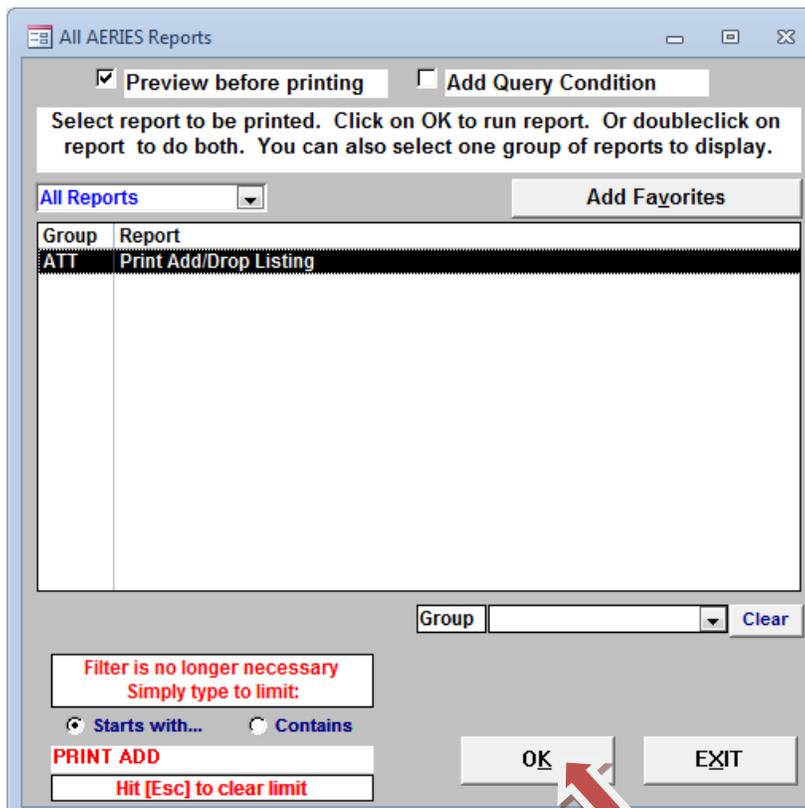
- Write the student's name on the 'Manual' Add/Drop list with any known information. Include the student's name, first or last day and if leave note the reason. Also update the **Class List**.
- Now update Aeries to Add/Inactivate student.(Update - Student Data Screen and 1.Attendance)
- Once information is in Aeries you can reprint this Add /Drop list to verify the totals match with your manual list.

2011-2012		<b>Brywood Elementary</b>				5/23/2012	
		<b>Add/Drop Listing</b>				Page 1	
Teacher: Raths							
Period	Section	Semester	Course	Room			
1	148	Y	Grade 6	P-5			
STU#	Student Name	Grade	Sex	Perm ID	Change		
9405	Stanback, Luke	6	M	191113944	Add	* LEFT *	

## How to View / Print Add / Drop student list From the Aeries Control Panel



Click on  
View all Reports



Type in **Add** -(All reports with 'Add' will appear) Highlight report **and** Click on **OK**

Add/Drop Listing

**Brywood Elementary**

5/23/2012

2011-2012

**Add/Drop Listing**

Page 1

Teacher: Raths

Period	Section	Semester	Course	Room
1	148	Y	Grade 6	P-5

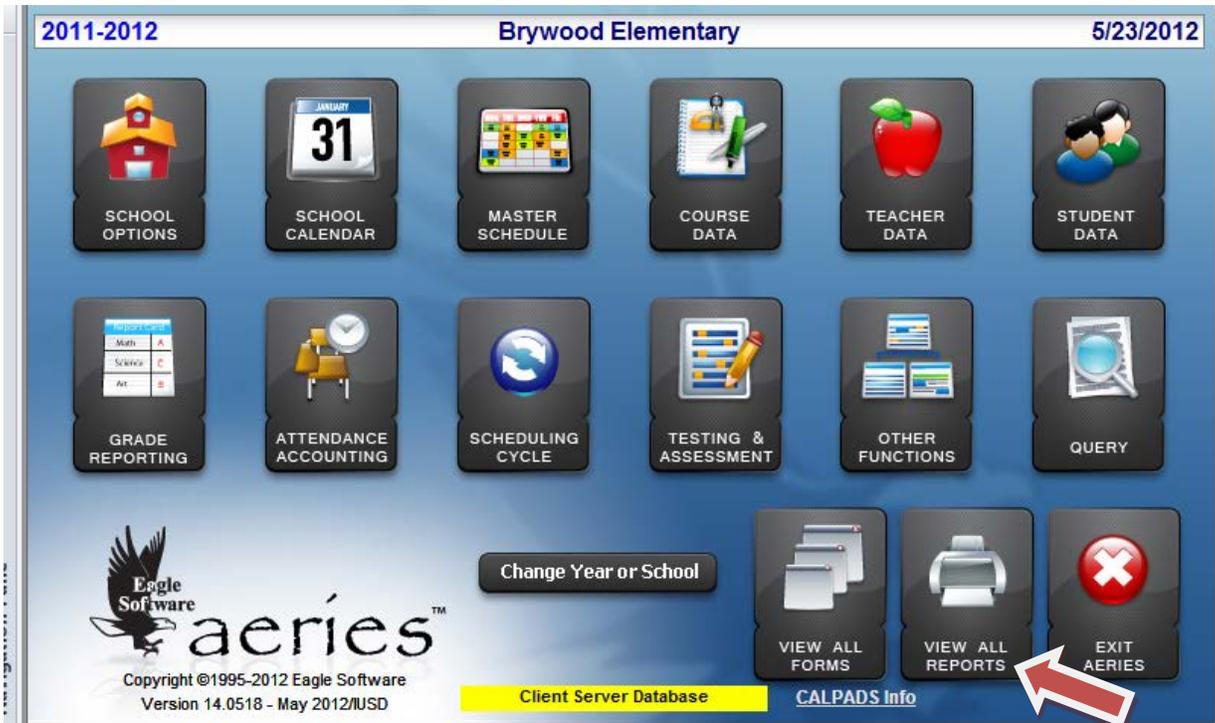
STU#	Student Name	Grade	Sex	Perm ID	Change
9405	Stanback, Luke	6	M	191113944	Add * LEFT *

## Class List: Run this at the end of the 1<sup>st</sup> Day of School

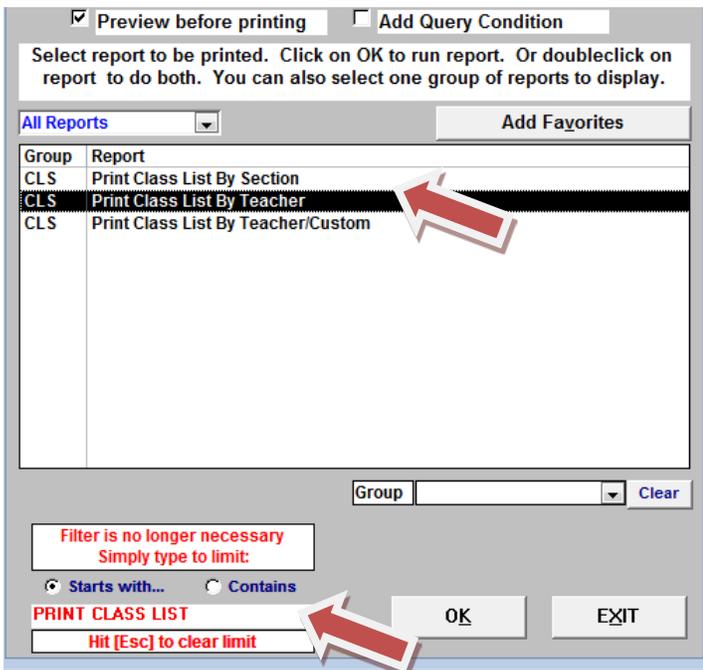
“Class List by Teacher” (Elem) or “Student Directory by Grade”(MS & HS) report with the enrollment figures should be printed after the close of the **first school day** prior to shutting off the computer. All enrollment changes during the year must be reflected on this report, so they could be used to reconcile the Gains & Loss and Monthly Attendance Summary reports.

Teacher's Report								
Plaza Vista K-8								
2003-2004								
Class List by Teacher								
7/21/2004								
Page 2								
Teacher# 0113		Teacher Name: <b>Benzie</b>			Room# 35		Grades 3	
STU#	Last Name	First Name	Middle Name	Sex	Grade	Prog	Trk	
002424	Back	Jamie		F	3		B	
002417	Bichler	Michael	G.	M	3		B	
000586	Chang	Henry	K	M	3		B	
000587	Chen	Shawnus	A	M	3		B	
001323	Cheng	Ryan	D	M	3		B	
002084	Chiang	Nikki	Huei	F	3		B	
001522	Cobbs	Jaclynn	J	F	3		B	
001456	Do	Ashley	N.K.	F	3		B	
000590	Do	Keene	L	M	3		B	
000595	Fung	Skylar	D	M	3		B	
000599	Greenberg	Jacqueline	Rae	F	3		B	
001770	Kashlan	Rhonda	M	F	3		B	
000608	Kim	Kaitlynn	Y	F	3		B	
001279	Reinholtz	Brittney	Nicole	F	3		B	
000635	Richardson	Tyler	J	M	3		B	
000646	Tempel	Kristian	Adam	M	3		B	
000650	Wada	Marcus	L	M	3		B	
002468	Yoshino	Ashley	Kana	F	3		B	
9 Total Boys		9 Total Girls		18 Total Students				

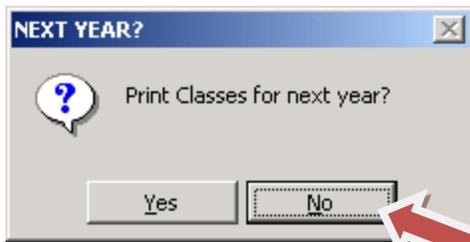
# How to View/Print a Class List by Teacher From the Aeries Control Panel



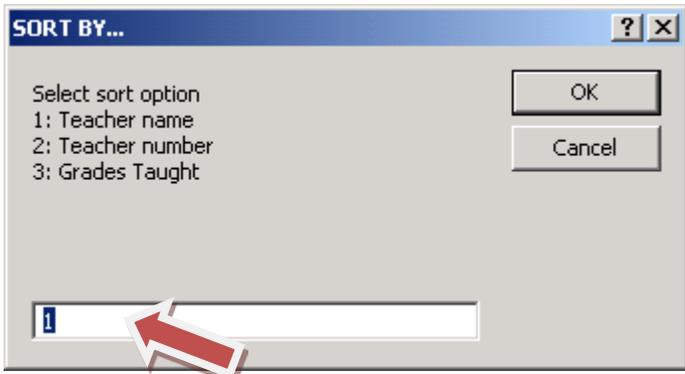
Click on [View all Reports](#)



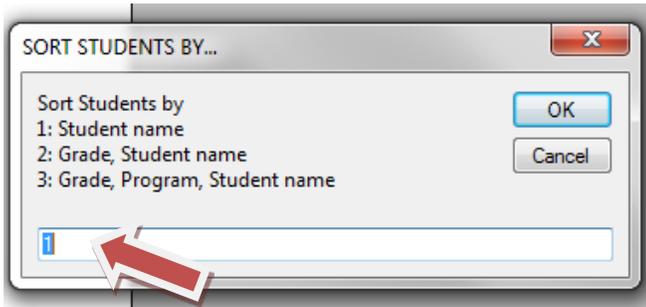
Type in **“Class list”**  
Click on the report you want Click on **OK**



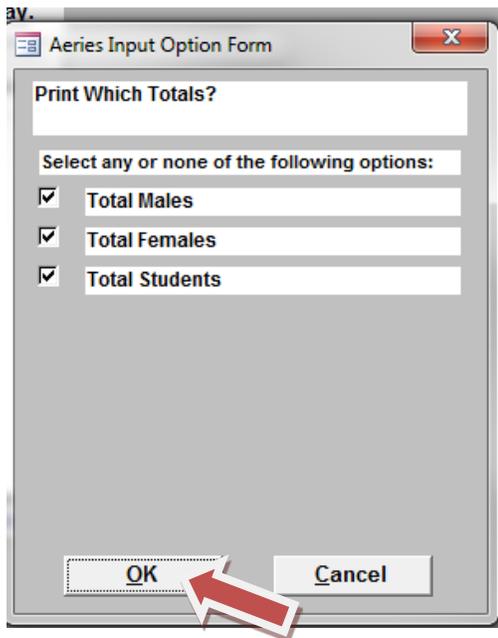
Click on No



Leave 1 Click on OK



Leave 1 Click on OK



Click on OK

Teacher's Report

**Plaza Vista K-8**

7/21/2004

2003-2004

**Class List by Teacher**

Page 2

Teacher# 0113    Teacher Name: **Benzie**    Room# 35    Grades 3

STU#	Last Name	First Name	Middle Name	Sex	Grade	Prog	Trk
002424	Back	Jamie		F	3		B
002417	Bichler	Michael	G.	M	3		B
000586	Chang	Henry	K	M	3		B
000587	Chen	Shawnus	A	M	3		B
001323	Cheng	Ryan	D	M	3		B
002084	Chiang	Nikki	Huei	F	3		B
001522	Cobbs	Jaclynn	J	F	3		B
001456	Do	Ashley	N.K.	F	3		B
000590	Do	Keene	L	M	3		B
000595	Fung	Skylar	D	M	3		B
000599	Greenberg	Jacqueline	Rae	F	3		B
001770	Kashlan	Rhonda	M	F	3		B
000608	Kim	Kaitlyne	Y	F	3		B
001279	Reinholtz	Brittney	Nicole	F	3		B
000635	Richardson	Tyler	J	M	3		B
000646	Tempel	Kristian	Adam	M	3		B
000650	Wada	Marcus	L	M	3		B
002468	Yoshino	Ashley	Kana	F	3		B
9 Total Boys		9 Total Girls		18 Total Students			

## Class List: Run this at the end of the 1<sup>st</sup> Day of School

Secondary Schools run the “Student Directory by Grade” or “Student Directory by Class/Counselor” report. This report should be printed after the close of the **first school day** prior to shutting off the computer. All enrollment changes during the year must be reflected on this report, so they could be used to reconcile the Monthly Gains & Loss and Attendance Summary reports.

2011-2012 Lakeside Middle School 5/24/2012

SCHOOL OPTIONS SCHOOL CALENDAR MASTER SCHEDULE COURSE DATA TEACHER DATA STUDENT DATA

GRADE REPORTING ATTENDANCE ACCOUNTING SCHEDULING CYCLE TESTING & ASSESSMENT OTHER FUNCTIONS QUERY

Change Year or School

VIEW ALL FORMS VIEW ALL REPORTS EXIT AERIES

Eagle Software aeries™ Copyright ©1995-2012 Eagle Software Version 14.0521 - May 2012/USD Client Server Database CALPADS Info

Click on Menu Student Data then Click on Reports

2011-2012 Lakeside Middle School 5/24/2012

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
007788	Aaron	Alexandra	Sophia	Jiachi	191064790	F	6	6/20/2000	11

Parent/Guardian: Alexander & Carrie Aaron  
 Area/Telephone: (949) 275-6484  
 Fathers Work: (949) 261-2999  
 Mothers Work: (949) 275-6484  
 Cell: cell  
 Mailing Address: 77 Pinestone, Irvine, CA 92604  
 State: CA, Zipcode/Extn: 92604, GridCd: D1210  
 Interdist xfer / District: 02/15/2012  
 Leave Date: \*  
 Residence (if different): 77 Pinestone, Irvine, CA 92604  
 State: CA, Zipcode/Extn: 92604, SchI Enter Dt: 09/05/2012, Dist Enter Dt: 09/05/2012

Counselor Number: 0, Name: [blank], Locker: [blank], Res Schl: 152, NxtSchl: 504, NxtGrd: 7, NxtTch: 0, NxtTrk: [blank], Rcd Rel: [blank], ParEd: 6

CorrLng: [blank], Hm Lng: [blank], LangFlu: [blank], Track: [blank], Prog: [blank], AttPgm1: [blank], AttPgm2: [blank], Ethnicity: N, Race: 700, Race/Ethnicity: [blank], (EthCd): [blank]

User1: [blank], User2: [blank], User3: [blank], Gate: 1, User5: [blank], User6: [blank], PS: [blank], User8: [blank], MG: [blank], Sarb: [blank], User11: [blank], User12: [blank], RepCrd: [blank]

Check Status:  Show Inactives:  Show:

1 Attendance	2 Supplemental	3 Medical	4 Discipline	5 Siblings	6 Contacts	V Quick Con	W Acad Plan	Y Enroll Hist
7 Tests	8 Fees	9 Assessmnt	0 Counseling	E SpecEd	H Language	I Interventions	S Programs	Z Crs Req
J Classes	K Grades	L Transcript	M Misc	N CrsAttend	O College	I GATE	Q DST Info	Extra Actv

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

Click on [C. Student Directory by Grade](#) or [E. Student Directory by Class or Counselor](#)

2011-2012 **Lakeside Middle School** 5/24/2012

Preview reports before printing  Access Query condition to reports

<b>A. Student Directory by Grade (narrow)</b> Q3	<b>B. Student Directory by Name (narrow)</b> Q3	<b>C. Student Directory by Grade (wide)</b> Q3	<b>D. Student Directory by Name (wide)</b> Q3	<b>E. Student Birthday Listing</b> Q3
<b>F. Student Directory by Class or Counselor</b> Q1	<b>G. Print Student Locator Cards</b> Q2	<b>H. Print Student Distribution Graph</b> Q2	<b>I. Print Ethnic Distribution Graph</b> Q2	<b>J. Print Student Directory by Address</b> Q3
<b>K. Labels to Parents (Avery 5160)</b> Q3	<b>L. Labels to Students (Avery 5160)</b> Q3	<b>M. One per Family Labels (Avery 5160)</b> Q3	<b>N. Print Grid Code Distribution Report</b> Q3	<b>O. Print Summary of Students by Grade, Ethnicity or Track</b> Q3

Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Query Skip/Keep. Q3 = Both.

Filter student names on output for parent eXit

Student Directory by Grade or Student Directory by Counselor Report –Print one of these reports on the 1<sup>st</sup> day of School

**Lakeside Middle School** 5/24/2012

2011-2012 **STUDENT DIRECTORY by GRADE** Page 11

STU#	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grade	Birthdate
007171	Aaron	Sarah	Elsbeth Yachi	191064789	F	7	3/8/1999
* 007177	Aclander	Tammy		191073817	F	7	5/16/1999
007278	Addal	Jawad	Hayder	191060351	M	7	6/28/1999
007197	Adourian	Sevana		191094185	F	7	4/3/1999
007074	Aguilar	Andrea Isabel	Ronquillo	191062295	F	7	1/26/1999
007041	Aguilar	Salvador		191041593	M	7	12/1/1998
007297	Ahluwalia	Kanika		191113318	F	7	3/24/1999
007060	Ahmad	Samad		191040593	M	7	5/9/1999
006955	Ajiro	Mia	Chackie	191041623	F	7	11/4/1999
006967	Alexander	Mva	Jenee	191041303	F	7	5/20/1999

**Lakeside Middle School** 5/24/2012

2011-2012 **Student Directory by Counselor** Page 1

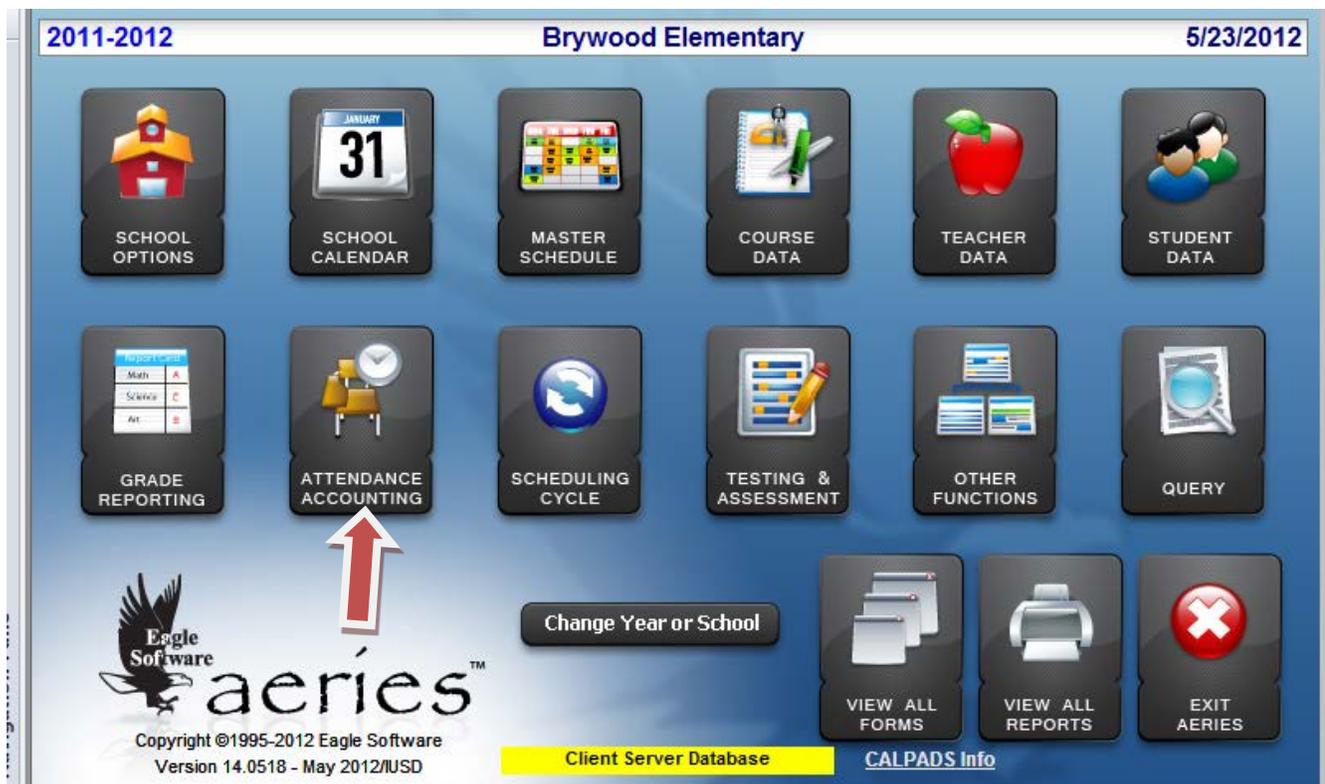
0010		Armstrong			404		
STU#	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grade	Birthdate
007041	Aguilar	Salvador		191041593	M	7	12/1/1998
007372	Bay	Kagetazu	Alexander	191094723	M	7	7/1/1999
007055	Chow	Kelly	Megan	191051187	F	7	1/14/1999
007202	Danoviz	Melanie	Flor	191110199	F	7	1/18/1999
007487	Do-Trinh	William	Luan	191095166	M	7	2/7/1999
007191	Garcia	Raul	Gabriel	191051211	M	7	4/1/1999
006943	Gibbon	Chad	Randolph	191041074	M	7	8/28/1998
007175	Gilbert	Trystan	Davis	191040374	M	7	6/15/1998
006975	Halpern	Ben-Ami	S.	120030121	M	7	4/28/1999
007398	Hartson	Marissa	May	124040012	F	7	6/29/1999
007142	Iwata	Paice	Akiko	191040779	F	7	12/18/1998

**Unverified Absences:** Print this at Month-end with a date range for the entire year this will assure you have no unverified absences in Aeries. All absences must be verified, recorded and coded properly. There are two reports in Aeries to help you determine that the “Students with **Unverified Absences**” or “**Absent Today**” report. You can use either report as your daily absence log. However if you do use one of these reports, print it ‘landscape’ so you can include other mandatory state required information.

Every absence verification, whether in the form of a note, phone call or email should include all of the following elements:

- Full name of student
- Date(s) of absence
- Specific reason of absence
- Name and/or identity (mother or father) of person providing the information
- Name and signature of person/employs making/logging the verification
- Date when verification was made

### How to View / Print Unverified Absence Report -



**Click on Attendance Accounting**

2011-2012 Brywood Elementary 5/23/201

Preview reports before printing  Add Access Query condition to reports  Clear Check Marks

<b>A.</b> Create New Daily Attendance Sheet Table ✓	<b>B.</b> Print Daily Attendance Scanner Sheets	<b>C.</b> Read Daily Attendance Scanner Sheets ✓	<b>D.</b>	<b>E.</b> Print Attendance Class Rosters Q1 ✓	<b>F.</b> Print Student Withdrawal Form ✓
<b>L.</b>	<b>K.</b> Print Students Absent or Tardy Today Q1 ✓	<b>J.</b> Print Students with Unverified Absences Q1 ✓	<b>I.</b> Print Weekly Attendance Report Q1 ✓	<b>H.</b> Display and Update Students Q2 Attendance ✓	<b>G.</b> Classroom Attendance Display and Update ✓
<b>M.</b> Print Abs Verification Scanner Sheets	<b>N.</b> Read Abs Verification Scanner Sheets ✓	<b>O.</b> Print Letters to Parents ✓	<b>P.</b>	<b>Q.</b>	<b>R.</b> Print Graph of Enrollment by Teacher ✓
<b>Y.</b>	<b>W.</b> Print Students with n or more absences Q1 ✓	<b>V.</b>	<b>U.</b> Print Attend Summary by Class, Student, Q2 Or Grade ✓	<b>I.</b>	<b>S.</b> Print Enrollment by Teacher or by Q1 Grade ✓
<b>Z.</b> Create Phone Dialer Text File	<b>1.</b> Print Audit Listing(s) Q3 ✓	<b>2.</b> Print Gain and Loss Report Q2 ✓	<b>3.</b> Print Monthly Attendance Report Q1 ✓	<b>4.</b> Print Monthly Attendance Summary Q1 ✓	<b>X.</b> Exit

Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Query Skip/Keep. Q3 = Both.

Click on **J.** Students with Unverified Absences or the **K.** Report 'Absent' Today

**PRINT BY TEACHER?**

Print by Teacher?

Select "Yes" the report will sort by teacher  
Select "No" the report will not sort by teacher

Click "No"

**Date Input Form**

Please enter a beginning date. Please enter an ending date.

09/08/2011 05/23/2012

Enter the beginning and ending date range

Click OK



Click OK



This is what you'll get..... if all absences are verified.

## Unverified Absence Report

### Brywood Elementary

5/23/2012

2011-2012

#### Students With Unverified Absences

Page 1

STU#	Student Name	Sex	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Absence Date	Reason Absent:
009389	Choi, Lauren	F	1	Mr Donqho Choi	(949) 784-2184	(714) 533-0066	(714) 533-0066	Wed 5/23/2012	_____
002819	Cooper, Jazmyn N.	F	4	Mrs Elizabeth Cooper	(949) 705-6847	(949) 732-8512	(949) 732-8510	Wed 5/23/2012	_____
008355	Del Rosario, Mia	F	3	Mrs Haydee Corona	(949) 653-1790			Wed 5/23/2012	_____
009485	Grace, Cameron A.	M	5	Ms Shana Benton		(949) 559-6810		Wed 5/23/2012	_____
009033	Macleod, Ayden J.	M	5	Mr Scott Macleod	(949) 282-8045			Wed 5/23/2012	_____
008902	Rovbal, Sophia L.	F	5	Mrs Yolanda Gandziuk	(949) 679-3816	(714) 566-5597	(714) 709-1420	Wed 5/23/2012	_____
008474	Sionori, Giancarlo A.	M	4	Mr Manuel Sionori	(949) 502-7608	(949) 302-0527		Wed 5/23/2012	_____
008959	Volk, Jennifer L.	F	1	Mr Michael Volk	(949) 419-6685	(949) 348-4468	(949) 419-6685	Wed 5/23/2012	_____
008436	Volk, Jordan C.	M	3	Mrs Wanda Volk	(949) 419-6685		(949) 348-4468	Wed 5/23/2012	_____

Or you can use the 'Absent' Today report - Select Attendance Accounting then;  
The K. Report 'Absent' Today

Enter '1' Absent Today or Enter '2' Tardy Today (verify Tardy's against manual late log)

The current date will show, or you can change to another date  
Click OK

## The Absent Today Report

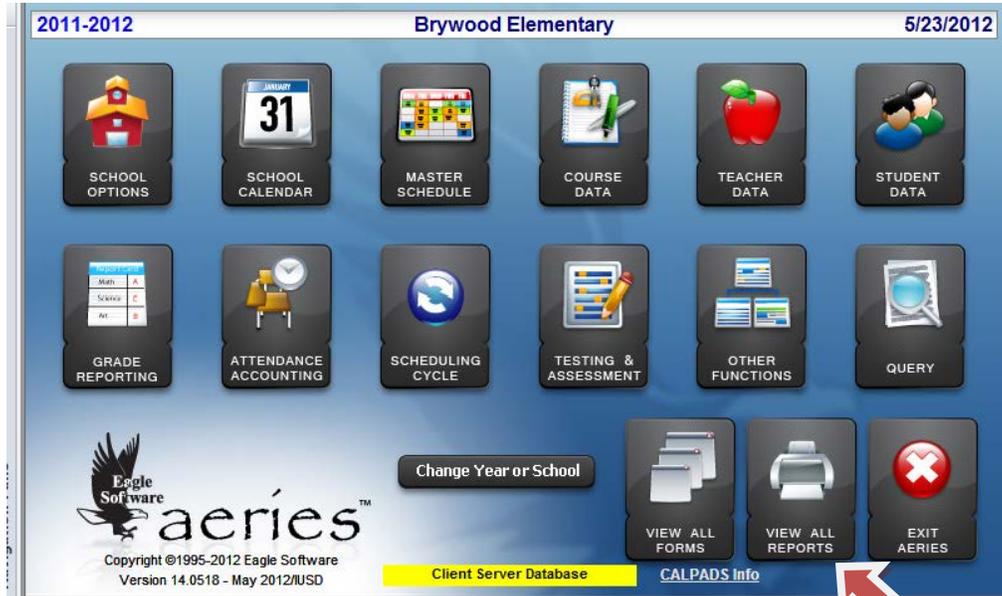
<b>Brywood Elementary</b>								
2011-2012		Students Absent On 05/23/2012					Page 1	
Stu#	Student Name	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Abs Teacher	Room
009332	Au, Caleb T.	1	Mr Bernie Au	(949) 679-9719	(626) 305-6898	(714) 870-3800	U Ferguson	4
009320	Au, Chloe T.	3	Mrs Elena Au	(949) 679-9719	(949) 349-6770	(626) 679-5237	U Gillette	8
009389	Choi, Lauren	1	Mr Dongho Choi	(949) 784-2184	(714) 533-0066	(714) 533-0066	A Ferguson	4
002819	Cooper, Jazmyn N.	4	Mrs Elizabeth Cooper	(949) 705-6847	(949) 732-8512	(949) 732-8510	A Kearns	16
008355	Del Rosario, Mia	3	Mrs Havdee Corona	(949) 653-1790			A Johnson	7
009485	Grace, Cameron A.	5	Ms Shana Benton		(949) 559-6810		A Ryan	P-2
009033	Macleod, Ayden J.	5	Mr Scott Madeod	(949) 282-8045			A Harris	9
008902	Roybal, Sophia L.	5	Mrs Yolanda Gandzjuk	(949) 679-3816	(714) 566-5597	(714) 709-1420	A Harris	9
008474	Signori, Giancarlo A.	4	Mr Manuel Signori	(949) 502-7608	(949) 302-0527		A Durocher	15
008959	Volk, Jennifer L.	1	Mr Michael Volk	(949) 419-6685	(949) 348-4468	(949) 419-6685	A Ferguson	4
008436	Volk, Jordan C.	3	Mrs Wanda Volk	(949) 419-6685		(949) 348-4468	A Johnson	7

**Class Roster:**

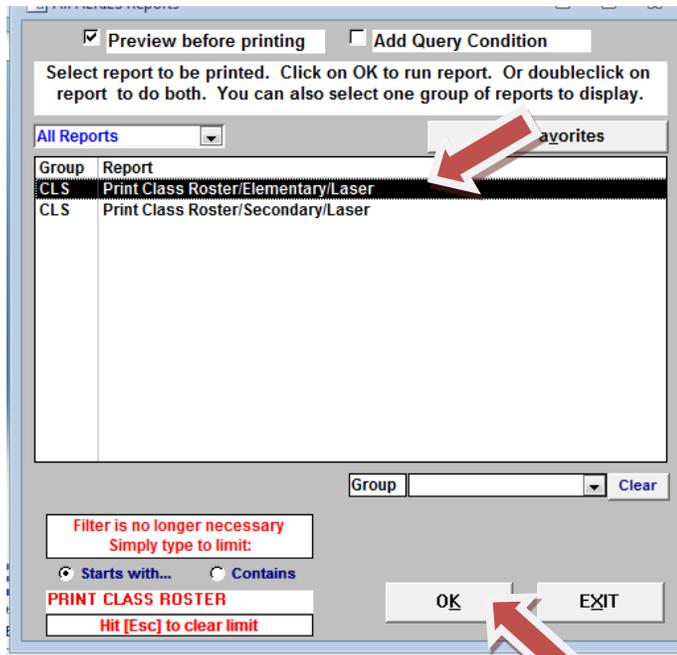
The Class Roster should be printed when you have a **sub-teacher**, they don't have access to ABI by printing a Roster they can take attendance manually. Have them sign & date it at the end of each day and return it to you. Attach it with your Weekly Attendance report or Missing ABI Report. High Schools the "Weekly Attendance Report" needs to be printed each Friday and given to the teacher to review. The teacher must sign & date it and return to the clerk *ASAP!*

Plaza Vista K-8					Attendance Class Roster																			
Period	Course Title	Term	Sec#	Crs#	Teacher	Days					Room	Year												
1	Kindergarten	Y	0111	0000	Austin	MTWTF					K1	03-04												
Stu#	Student Name				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
01	002341	Atakian, Kimya	(949) 679-7175	00																				
02	002244	Aghaie, Kasra D.	(949) 653-8044	00																				
03	002284	Chen, Sarah J.	(949) 679-5528	00																				
04	002274	Choi, Hannah G.	(949) 387-7112	00																				
05	002323	de Courcy, Myles L.	(949) 679-6170	00																				
06	002272	Dhillon, Marcus S.	(949) 863-7080	00																				
07	002343	Hong, Andrew M.	(949) 387-7272	00																				
08	002252	Hund, Alina B.	(949) 387-4791	00																				
09	002287	Hyodo, Leo	(949) 653-1020	00																				
10	002279	Jablonski, Catherine E.	(949) 786-0733	00																				
11	002259	Kim, Alexandria H.	(949) 654-9009	00																				
12	002273	Kim, Jonathan J.	(949) 679-1257	00																				
13	002482	Kim, Young Woo	(949) 387-6586	00																				
14	002282	Kong, Kris	(949) 786-1666	00																				
15	002293	Kumar, Harini	(949) 387-2191	00																				
16	002269	Liao, Daniel M.	(949) 262-9532	00																				
17	002301	Liu, Irene S.	(949) 726-9899	00																				

## How to View / Print Class Roster From the Aeries Control Panel



Click on  
View all Reports



Type in Class Roster

Click on the report you want Click on OK

Query IF:

Print grade rosters  
 Print attend rosters

Sort Report By:

Teacher/section  
 Teacher/period

If you want a specific term, enter code  ←

If you want dates printed, enter att month  ←

Master Schedule  
 Scheduling Master

Print on special roster forms?  
 Print phone number  
 Print signature line  
 Print shading  
 Do not show additional lines  
 Number of additional lines   
 Add fields to the printout  
 Print Student Aliases  
 Reduce Line Height  
 Restart numbering on New Page  
 Display attendance

Enter track if not All

Verify the term and the current month-end number, if you want dates on the roster enter att month, leave 0 if not. Click on any item you want to add or delete on the report. **Click OK**

**Class Roster** - Issue manual rosters to teachers if ABI is not available and to Sub-Teachers

Plaza Vista K-8 Attendance Class Roster

Period	Course Title	Term	Sec#	Crs#	Teacher	Days	Room	Year											
1	Kindergarten	Y	0111	0000	Austin	MTWTF	K1	03-04											
Stu#	Student Name																		
01 002341	Atakian, Kimya	(949) 679-7175	00																
02 002244	Aghaie, Kasra D.	(949) 653-8044	00																
03 002284	Chen, Sarah J.	(949) 679-5528	00																
04 002274	Choi, Hannah G.	(949) 387-7112	00																
05 002323	de Courey, Myles L.	(949) 679-6170	00																
06 002272	Dhillon, Marcus S.	(949) 863-7080	00																
07 002343	Hong, Andrew M.	(949) 387-7272	00																
08 002252	Hund, Alina B.	(949) 387-4791	00																
09 002287	Hyodo, Leo	(949) 653-1020	00																
10 002279	Jablonski, Catherine E.	(949) 786-0733	00																
11 002259	Kim, Alexandria H.	(949) 654-9009	00																
12 002273	Kim, Jonathan J.	(949) 679-1257	00																
13 002482	Kim, Young W'oo	(949) 387-6586	00																
14 002282	Kong, Kris	(949) 786-1666	00																
15 002293	Kumar, Harini	(949) 387-2191	00																
16 002269	Liao, Daniel M.	(949) 262-9532	00																
17 002301	Liu, Irene S.	(949) 726-9899	00																

## Attendance Audit Listing:

This report will need to be generated at month-end to see if there are any data errors in Aeries that need to be corrected before I.S. department prints the Final Monthly Attendance Reports. Print and correct any errors before you run the month-end Preliminary Reports.

Brywood Elementary							05/23/2012		
2011-2012 ATTENDANCE AUDIT LISTING							11:16:57 AM		
							Page 1		
Stu#	Student Name	Status	Grd	Prog	Trk	Tch	Rpt Schl	IntDst Trans	Error
008310	Dalton, Hannah		03		A	011	0		Active student not currently enrolled in attendance
002123	Kelson, Ryan		06		A	021	0		Student is active and has a Leave date in STU
009462	Mohamed, Abdurahman		04		A	029	0		Student is active and has a Leave date in STU
009461	Mohamed, Aisha		02		A	007	0		Student is active and has a Leave date in STU
009446	Mohamed, Faduma		06		A	022	0		Student is active and has a Leave date in STU
009478	Park, Isaac	V	00		A	000	0		Student has no attendance enrollment data and/or no summer withdrawal reason
009571	Pham, Rich	V	04		A	000	0		Student has no attendance enrollment data and/or no summer withdrawal reason

## How to view/print Attendance Audit List From the Aeries Control Panel

The screenshot shows the Aeries Control Panel for Brywood Elementary on 5/23/2012. The interface is a grid of icons for various functions. A red arrow points to the 'ATTENDANCE ACCOUNTING' icon. At the bottom, there are buttons for 'Change Year or School', 'VIEW ALL FORMS', 'VIEW ALL REPORTS', and 'EXIT AERIES'. The interface also displays the school name 'Brywood Elementary', the date '5/23/2012', and the Aeries logo with version information.

**Click on Attendance Accounting**

2011-2012 Brywood Elementary 5/23/201

Preview reports before printing
  Add Access Query condition to reports
  Clear Check Marks

A. Create New Daily Attendance Sheet Table ✓	B. Print Daily Attendance Scanner Sheets ✓	C. Read Daily Attendance Scanner Sheets ✓	D.	E. Print Attendance Class Rosters Q1 ✓	E. Print Student Withdrawal Form ✓
L.	K. Print Students Absent or Tardy Q1 Today ✓	J. Print Students with Unverified Q1 Absences ✓	I. Print Weekly Attendance Report Q1 ✓	H. Display and Update Students Q2 Attendance ✓	G. Classroom Attendance Display and Update ✓
M. Print Abs Verification Scanner Sheets	N. Read Abs Verification Scanner Sheets ✓	O. Print Letters to Parents ✓	P.	Q.	R. Print Graph of Enrollment by Teacher ✓
Y.	W. Print Students with n or more Q1 absences ✓	V.	U. Print Attend Summary by Class, Student, Q2 Or Grade ✓	I.	S. Print Enrollment by Teacher or by Q1 Grade ✓
Z. Create Phone Dialer Text File	1. Print Audit Listing(s) Q3 ✓	2. Print Gain and Loss Report Q2 ✓	3. Print Monthly Attendance Report Q1 ✓	4. Print Monthly Attendance Summary Q1 ✓	X. Exit

Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Query Skip/Keep. Q3 = Both.

Click on 1. Print Audit Listing

Click on OK

Click on OK

## Brywood Elementary

05/23/2012  
11:16:57 AM

2011-2012

### ATTENDANCE AUDIT LISTING

Page 1

Stu#	Student Name	Status	Grd	Prog	Trk	Tch	Rpt Schl	IntDst	Trans	Error
008310	Dalton, Hannah		03		A	011	0			Active student not currently enrolled in attendance
002123	Kelson, Ryan		06		A	021	0			Student is active and has a Leave date in STU
009462	Mohamed, Abdirahman		04		A	029	0			Student is active and has a Leave date in STU
009461	Mohamed, Aisha		02		A	007	0			Student is active and has a Leave date in STU
009446	Mohamed, Faduma		06		A	022	0			Student is active and has a Leave date in STU
009478	Park, Isaac	V	00		A	000	0			Student has no attendance enrollment data and/or no summer withdrawal reason
009571	Pham, Rich	V	04		A	000	0			Student has no attendance enrollment data and/or no summer withdrawal reason

\* \* \* \* \*

**What are Data Errors?** Something has been put in the Student Data screen wrong or something was not entered such as a program code or a wrong grade or track. The Student Data front screen controls the enrollment information and the 1. Attendance\_ Enrollment Screen\_ Enter and Leave line, controls the Attendance reports. *If these screens have different information a data error will occur.*

**Where do I look? How do I fix? If it says ; Mismatched Grade or Track or Teacher?**  
Compare the two screens (Student Data screen and the 1.Attendance \_Enrollment Enter line)

Date	Ent/Lv	Grd	Prg	Trk	Tch	Teacher	Reason	NxtSchl	AttPgm1	AttPgm2	RptgSchl	IntDst
Thu 09/08/2011	E	0		A	2	Dacey					0	

**Grade** - Is the grade is the same on the Student Data front screen as the \_ 1. Attendance enrollment screen Enter line? **Track**- Is the student in the right track? Is it missing? **Teacher**- Is the teacher correct for that grade level?

**Reminder\*\*** Error's float to the top of the monthly Aeries reports, if the first page of summary and/or detail report has a single student listed this is probably where you will find your mistake. You may of recently adjusted or added this student and forgot to add maybe a Track or Program 'S' code on the Attendance 1 screen.

At Month-end, Operations Dept. will send the 'Final' Attendance Summary & Detail reports to Drive O. You must print all reports and maintain in your month-end file. Match these 'Final' reports to your preliminary Summary report. They should be the same. If they are not, determine which report is correct by looking in Aeries and have the *Principal* sign & date the correct Attendance Summary Report. Send the 'original' signed /dated Summary report to Robbi Edmondson at the District Office. Keep a copy of the Summary and the Detail Attendance Report in your month-end file.

**\*\*Never throw away the 'Operation' Final dated report(s).** If you make a change to the attendance records and it affects these reports simple re-print the report pages that have changed. Have your principal sign/date them and send the 'original' corrections pages to Robbi at the D.O. Make copies for your month-end file. Simple staple the correction pages to your month-end 'Final' report or create a folder, insert corrections and file.

Turtle Rock Elementary															05/23/2012 09:20:24 AM		
2011-2012															MONTHLY ATTENDANCE SUMMARY		
Track A Traditional Sch															Month 11 - From 04/30/2012 Through 05/25/2012		
Regular Program															YEAR TO DATE		
Grade Level	Tchr No.	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	YEAR TO DATE		
															N Total Apport Attend	O Days Taught	P Total ADA (N/O)
K	002	19	28	1	29	1	28	15	2	551	534	28.11	99.63%	1	4452	162	27.48
K	210	19	0	0	0	0	0	0	0	0	0	0.00	0.00%	0	0	162	0.00
K	747	19	28	1	29	1	28	26	6	551	519	27.32	98.86%	0	4421	162	27.29
K	753	19	28	0	28	0	28	0	1	532	531	27.95	99.81%	0	4320	162	26.67
K	TOTAL	19	84	2	86	2	84	41	9	1634	1584	83.37	99.44%	1	13193	162	81.44
TOTAL KDG		19	84	2	86	2	84	41	9	1634	1584	83.37	99.44%	1	13193	162	81.44
1	110	19	27	2	29	0	29	21	7	551	523	27.53	98.68%	0	4466	162	27.57
1	125	19	28	0	28	1	27	6	5	532	521	27.42	99.05%	0	4436	162	27.38
1	755	19	28	0	28	0	28	0	8	532	524	27.58	98.50%	0	4592	162	28.35
1	767	19	28	2	30	0	30	6	8	570	566	29.26	98.58%	0	4649	162	28.70
1	TOTAL	19	111	4	115	1	114	33	28	2185	2124	111.79	98.70%	0	18143	162	111.99
2	210	19	29	1	30	0	30	17	1	570	562	29.05	99.82%	0	4666	162	28.80
2	225	19	32	0	32	1	31	0	4	608	604	31.79	99.34%	1	4996	162	30.84
2	760	19	30	1	31	0	31	0	6	589	583	30.68	98.98%	0	4867	162	30.04
2	772	19	31	1	32	1	31	22	7	608	579	30.47	98.81%	0	4822	162	29.77
2	TOTAL	19	122	3	125	2	123	39	18	2375	2318	122.00	99.23%	1	19351	162	119.45
3	757	19	31	1	32	0	32	6	5	608	597	31.42	99.17%	0	5135	162	31.70
3	765	19	31	1	32	0	32	15	4	608	589	31.00	99.33%	0	5005	162	30.90
3	774	19	32	0	32	0	32	0	7	608	601	31.63	98.85%	0	5059	162	31.23
3	775	19	32	0	32	0	32	0	7	608	601	31.63	98.85%	0	5065	162	31.27
3	TOTAL	19	126	2	128	0	128	21	23	2432	2388	125.68	99.05%	0	20264	162	125.09
TOTAL 1-3		19	359	9	368	3	365	93	69	6992	6830	359.47	99.00%	1	57758	162	356.53

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

To the best of my knowledge, the information contained on this document is accurate and complete.

# Attendance Timeline for Year-Round & Traditional 2013 / 2014

Year Round Calendar (Start 7/29) 2013/14	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Traditional Calendar (Start 9/10)	07/29/13	08/20/13	09/23/13	10/21/13	11/18/13	12/16/13	01/13/14	02/10/14	03/10/14	04/07/14	05/05/14	06/02/14
Month Beginning	08/23/13	09/20/13	10/18/13	11/15/13	12/13/13	01/10/14	02/07/14	03/07/14	04/04/14	05/02/14	05/30/14	06/25/14
Month Ending						12/20 YR	2/5 HS		3/28 YR			
Last day diff. Month-Ending date (Year-Rnd & High)												
Run the "Missing ABI Report" Daily to verify that all teachers have taken attendance. Contact each teacher listed to submit their ABI Attendance. Follow-up to make sure all teacher names have fallen off the report. If they haven't Note the reason why? Such as trouble w/ log in, Sub teacher, Ad Placement period no at, ETC. <b>Very IMPORTANT -</b> If Missing ABI Reports is blank you don't need to keep. But if names are on it, KEEP in your Month-end file. If you have a Sub-Teacher print a manual Class Roster for them to sign/date. Keep all Manual Rosters in your mth-end file.	Daily											
SCHOOLS Weekly procedure - High Schools Only. Print the Weekly ABI Attendance report every Friday. Distribute to teachers and have them sign & date the report, no later than the following Monday. Elementary & Middle Schools have <b>Backstops</b> . <u>Signature</u> and no longer have to do this procedure.	High Schools Only Every Friday											
1. SCHOOLS Print a <b>Final Unverified Absence Report</b> . Enter dates (1st day of school to final At mth-end date) Verify all absences have been verified and have a absent code entered in Aeries/ABI.	8/23	9/20	10/18	11/15	12/13	1/10	2/7	3/7	4/4	5/2	5/30	6/25
2. SCHOOLS Print Attendance Audit Listing. Verify if you have any data errors. Correct any errors and then reprint or view report again to make sure all errors have been cleared. Do this BY you print your preliminary reports.	8/23	9/20	10/18	11/15	12/13	1/10	2/7	3/7	4/4	5/2	5/30	6/25
3. SCHOOLS Update Aeries/follow procedures Operations sends out to run each month-end rpt. Then print PRELIMINARY Monthly Attendance Reports A. Print Gains & Loss Report B. Attendance Summary Report <b>Very important</b> * Enrollment Reconciliation Compare the Gains/Loss with the Manual <b>Add &amp; Drop &amp; Class Lists</b> , all three reports should match. Update Aeries and reprint rpts again if changes made. D. Also verify all Tardy's on your manual log have been entered to Aeries. Print a Tardy Today Report and compare against your Manual daily Tardy/Late log. E. Compare SEB - SDC Caseload report vs Aeries "Query" SDC. SDC program code students - verify both reports match. If different, give both reports to SDC teacher to review and make necessary dng's.	8/26	9/23	10/21	11/18	12/16	1/13	2/10	3/10	4/7	5/5	6/2	<b>6/26</b> As soon as you complete Print your own Summary Attendance Reports (Reg. TK and St Lrn) Send to Robb! Sit on you leave on Summer Break. Print Real Drive O reports in Fall
4. SCHOOLS Reconcile Attendance & Enrollment, make final corrections in Aeries. Print any previous months corrections, if necessary. When you finish reconciling Email Operations by 2:30 to report you are complete for your Regular school, and if applicable, Extended Learning and TK.	8/28	9/25	10/23	11/20	12/18	1/15	2/12	3/12	4/9	5/7	6/4	6/30
5. Operations - Sends email saying the FINAL Monthly Attendance Reports have been sent to Drive O. The clerk <b>must</b> print the mth-end reports and keep a hardcopy on file at site.	8/29	9/26	10/24	11/21	12/19	1/16	2/13	3/13	4/10	5/8	6/5	7/2
6. SCHOOLS Principal must Sign off and send final Attendance Summary reports with corrections pages, if applicable to Robb! Edmondson at the D.O.	9/3	10/1	10/29	11/26	1/7	1/22	2/19	3/18	4/22	5/13	6/10	6/30
7. State Report Due					1/9				4/22			7/8
8. DISTRICT Totals					P1				P2			P3

## Independent Study

Independent Study is a *voluntary* optional alternative instructional strategy to regular classroom setting in which no student may be coerced or required to participate. Ed code section 51747(c) (7)

Work assignments must be consistent with the District adopted curriculum.

- Can't simply have document his/her student vacation experience
- The course of study offered to the student must be equal to his/her regular classroom instruction.

The law prohibits policies which prevent or lower academic credit for excused absences.

It is not permissible to claim ADA credit for make-up work that the pupil completes *after* returning to the classroom (and thus termination of I/S contract).

Minimum and maximum agreement term for apportionment purposes, an independent study agreement **cannot be less than five (5)** consecutive school days and not more than one semester. Our school Board Policy is 20 days per contract. A short term Independent Study contract can only be 20 days unless an administrator/principal approves a 'second' contract before the student leaves. If they choose to do this the 1<sup>st</sup> set of homework would be due on the 20<sup>th</sup> day. The second set would be due when they returned to school.

*Academic credit* can be earned by pupil for fewer days.

Academic and apportionment credit are separate issues.

The Master agreement (contract) must meet all of the requirements for independent study written agreement prepared in compliance with Ed Code section 51747 (c) and 5 CCR 11702. No ADA can be claimed from I/S until the written agreement is completed and in effect.

- The agreement must state it's *voluntary* and not required.
- Indicate the duration and enter both the beginning and the ending dates.
- Be signed and dated by the pupil, parent, supervising teacher. The date for apportionment cannot be earlier than the last required signature date.
- The assigned office personnel establishes a IS file for the student. The signed original agreement is placed in the student's IS file. The attendance system (Aeries) is updated to reflect student is on Independent Study.

## When the Pupil Returns

- Student must complete all work products prior to the assigned due date and before returning to the classroom instruction. No apportionment can be earned for work done after-the-fact or after the due date.
- Certificated teacher evaluates work assignments and records academic and apportionment value on the applicable record. Teacher records academic credit and grade on the IS contract. And then signs and dates the IS agreement contract.
- A representative homework sample is assembled by the teacher, who staples the original homework pages together, signs or initials and dates the front page of the sample product.

This original representative sample of the students work products must be kept with the Independent Study Agreement in the students independent study file. It must bear evidence that the supervising teacher personally evaluated the pupil's work, or reviewed the evaluations made by other teachers, for both academic and apportionment credit.

This sample product should reflect **20%** of the work completed.

Unofficial minimums suggested by Dept. of Finance:

- Full-time, **one week** for each **school month**
- Short-term, **one day** for each **five day period**.

If the student fails to make the meeting upon returning to school the contract is **Null and Void**, no ADA may be given.

The attendance clerk updates the ADA apportionment earned in the Aeries once the I/S Master Agreement is returned by teacher and is complete.

### School sites

An I/S file must be maintained for each student and kept for three (3) years.

The folder includes;

- Master agreement (contract)
- Course contracts
- Assignment log sheet
- Original sample of evaluated homework, signed and dated by teacher
- Apportionment and academic signed and dated by teacher
- All the Independent Study Files must be filed alphabetical by grade level and by school year.
- Setup a register log to record all I/S contracts for each calendar school year.

## Special Education

- If a student has an IEP, he/she cannot participate in the Independent Study Program unless the IEP specifically provides for that participation. The auditors may require a copy of the student's IEP. The program code for SDC students is "T" rather than, "T".

## Year-Round or Multi-Track

- Independent Study cannot be used to make up attendance for days missed in year-round or multi-track.

## Independent Study - Who does what?

### Teacher's Responsibility:

1. Independent Study is a Voluntary Program. We want to receive ADA credit for the time lost but, we don't have to offer it to everyone.
2. Determine if the student is capable of completing the homework on their own. If you feel they aren't don't offer it to the student.
3. The I/S contract is between the Teacher, the Parent and the Student. All parties must sign/date and agree to the Independent Study Contract before it begins.

All parties agree to the following;

A) That the homework will be complete upon return to school.

B) The students will write their name and date the homework just as if they were in the classroom. These dates must reflect the time period of there I/S contract.

C) When the student returns to school after being on an I/S contract they must go to the office first, to turn in homework.

4. Teachers must return the I/S contract to the attendance clerk: filled out showing final grades and valued earned, with a dated signature and the signed homework sample.

If the student comes to the office and doesn't have their homework *it's up to you the teacher* to follow up on it. The student must turn it in on the day they return or the I/S contract agreement states the contract will be null/void. If the student goes directly to the classroom when they return, send them to the office so the clerk can pull the I/S contract. Or void his/her contract.

**"If we don't receive the homework on time"!**

- We will receive no ADA funding.
- The student cannot be marked Unexcused for all days missed, they cannot be Sarbed.

This is a loss for the school and the district. Not to mention the time and energy to put this I/S contract together.

## The Clerk's responsibility

1. The clerk gives the Independent Study Contract to the teacher.
2. Create the Independent Study log and maintains the notebook that contains all I/S Contract(s) for the school year. The log must show all I/S contracts including the voided ones.
3. When the teacher returns the new I/S Contract to the office after they have reviewed it with the parent and student. The clerks must verify the I/S contract has all three dated signatures – teacher, parent and the student. All three must sign and date before the I/S Contract begins.
4. Enter the work not complete (W) code into Aeries at the start of the I/S contract.
5. Keep the original I/S contract on file until the end of the contract date.
6. When the student returns from an I/S Contract they should report to the office before going to class and turn in their homework. Pull the I/S contract, and attach the homework collected and give to the teacher. Middle and High School will instruct student to turn in their homework to each teacher and return to them complete.
7. Give the I/S Contract and homework to the teacher to grade, determine value of the work and get a homework sample together.
8. When the teacher turns in the completed I/S Contract the clerk must verify the following;
  - Verify students name and date is on homework pages.
  - Sample of Homework - verify that the teacher has signed or initialed and dated the top page of the sample and made any other notes to show they reviewed/valued work.
  - Verify the teacher has recorded the grades, value of work and signed/dated the final I/S contract line.
9. Enter the Work is Complete (Z) code into Aeries at the conclusion of the contract (after teacher has graded, etc.).
10. If the student didn't complete homework leave the code (W) in Aeries system. These days will be recorded as a non-absence. They cannot be Sarb'd.
11. If the I/S contract affected a prior months Summary report, rerun it along with the detail page(s). Send it to Robbi Edmondson at the D.O.

# Eagle Independent Study Procedures

There are two absence codes for Independent Study

**W – WNC (Independent Study, No Work)**

**Z – WCO (Independent Study, Work Complete)**

On Eagle Student Data Screen:

1. Mark the Program Code "I" for Independent Study
2. Click on UpdATT
3. Enter the **last attendance day before** the Independent Study in the **Change from Effective Date** field

	Effective Date	Grade	Program	Track	Teacher	Exit Reason
<b>Change From:</b>	9/21/2010	5		A	19	440

4. Enter the first day of Independent Study contract in the **Change to Effective Date** field

	Effective Date	Grade	Program	Track	Teacher	Exit Reason
<b>Change From:</b>	9/22/2010	5	I	A	19	

5. Click **ok**
6. Use either **1 Attendance (on the Student Data Screen)** or **Class Attendance (on the control panel)** to enter the absence code of "W" for **all days** of Independent Study not complete. Do all the days the student is expected to be gone.
7. On the Student Data Screen, remove the "I" Independent Study from the Program field
8. Click **UpdATT**
9. Enter the **last attendance day** of the Independent Study in the **Change from Effective Date** field

	Effective Date	Grade	Program	Track	Teacher	Exit Reason
<b>Change From:</b>	9/27/2010	5	I	A	19	440

10. Enter the first day of Non Independent Study in the **Change to Effective Date** field

	Effective Date	Grade	Program	Track	Teacher	Exit Reason
<b>Change From:</b>	9/28/2010	5		A	19	

11. Click **ok**
12. When the Independent Study Contract is complete **enter a "Z"** for the absence code for all days of completed Independent Study

Note: **Each Independent Study Contract must**

1. Have each line complete
2. Be signed by parent, student, principal and teacher
3. Last at least 5 days but no longer than 20 days
4. Be turned in to the Attendance Clerk completed prior to Independent Study start date
5. Be turned into the Attendance Clerk with a sample of the work and with teacher signatures immediately following the Independent Study return date



# K-6 SHORT-TERM INDEPENDENT STUDY AGREEMENT

(Completely filled out, signed and returned a minimum of three (3) days prior to the start of the absence.)

School: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ BD: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PARENT NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ - \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ - \_\_\_\_\_

DURATION: This agreement will be in effect from \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ thru \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ # of School Days: \_\_\_\_\_

[Duration of Short-Term Independent Study Agreement must be a minimum of five (5) days.]

[This agreement shall not exceed 90 school days from the initial date the agreement was signed below.]

MEETING SCHEDULE: Student and teacher(s) contact (Contact method can be personal meetings, phone calls, e-mail, fax, mailings, etc.):

	Day/Date:	Method:	Final Due Date:
<b>EXAMPLE:</b>	<b>MM-DD-YYYY</b>	<b>Personal meeting</b>	<b>MM-DD-YYYY</b>

**Actual:** \_\_\_\_\_

**FINAL GRADES:** are assigned after student work is teacher evaluated. **The Supervising Teacher's Final dated signature (the above column on the right) verifies all assigned work has been completed.** A representative sample of work completed is attached to this completed agreement for record-keeping purposes. Teachers must sign, date, and return a representative sample page of student work.

LANGUAGE ARTS	MATH	SCIENCE	SOCIAL SCIENCE	X	_____	_____
					SUPERVISING TEACHER FINAL SIGNATURE	DATE

**Final Comments:** \_\_\_\_\_

**Learning Objectives:** (The student will . . .)

Language Arts: \_\_\_\_\_

Math: \_\_\_\_\_

Science: \_\_\_\_\_

Social Science: \_\_\_\_\_

**Learning Resources/Materials:** (may be attached separately)

\_\_\_\_\_ Textbook(s) [list] \_\_\_\_\_

\_\_\_\_\_ Map(s) [list] \_\_\_\_\_

\_\_\_\_\_ Notebook, paper, pencil or pen: \_\_\_\_\_

\_\_\_\_\_ Other (describe): \_\_\_\_\_

**Evaluation Method(s):**

\_\_\_\_\_ Grade of "\_\_\_\_\_" or better on assignments \_\_\_\_\_ Teacher-made test

\_\_\_\_\_ Demonstration/Presentation \_\_\_\_\_ Standardized test

\_\_\_\_\_ Student Log/Journal \_\_\_\_\_ Other (describe): \_\_\_\_\_

**Learning Activities:** (see attached list of possible Learning Activities)

**Assistance:** If tutoring or assistance is needed to achieve the learning objectives, please call the supervising teacher at (949) \_\_\_\_\_ - \_\_\_\_\_

**Special Notes:** Participation in independent study is voluntary. Independent study affords students the opportunity to continue their education while away from school and for the school to continue earning Average Daily Attendance-generated revenue. For the duration of this agreement, the parent agrees the student must maintain a **minimum daily study schedule (per day: 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes grades 4-6)**. Any assignments given while this agreement is in effect **shall be due on the final due date agreed (see above) but no later than 20 school days from the date the assignment was given.**

**We have read the terms of this agreement and agree to all the conditions set forth.**

**Signatures:**

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Supervising Teacher Signature      Date

\_\_\_\_\_  
Administrator Signature Date

\_\_\_\_\_  
Parent Signature                      Date

## Example of Independent Study entry on Student Data\_1.Attendance

**Daily Attendance (ATT)**

2010-2011 Westpark Elementary 8/16/2010

Stu# Last Name First Name MI Perm ID No. Sex Grd Prg Trk Pgm1 Pgm2 Abs Ltr Date Tdy Ltr Date Status

Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension Tch# Teacher Name

603 Maguire

Attendance by Calendar Daily Absences Enrollment District Enrollment Other District Enrollment

Date	Ent/LvGrd	Prg	Trk	Tch	Teacher	Reason	HxtSchl	AttPgm1	AttPgm2	RptgSchl	IntDst
Mon 08/23/2010	E	6		B	603 Maguire					0	
Fri 08/20/2010	L	6	I	B	603 Maguire	440				0	
Mon 08/16/2010	E	6	I	B	603 Maguire					0	
Fri 08/13/2010	L	6		B	603 Maguire	440				0	
Wed 07/28/2010	E	6		B	603 Maguire					0	

Enrolled 18  
Present 13  
Excused 0  
Unexcused 0  
Tardy 0  
Not Absent / No ADA 5

Record: 1 of 5

Red Flag

ABS Codes LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Mass Add Print Re-Admit eXit Switch

1. Add a Leave line to show the student has **left** the regular program. (enter exit code 440)
2. Add a Enter line to show the student **entered** 'Independent Study'. (enter "I" Prg)
3. Add a Leave line to show the date they **left** Ind. Sty. (enter exit code 440)
4. Add the final Enter line to show to when they are returning the regular program. ("I" Prg removed)
5. **You do this in advance** so when the student returns everything is already done.

Next you go to the "Attendance by Calendar" tab and enter the "W" (Work not complete) code on the days the student is out on Independent Study. When the teacher turns in the completed graded homework sample and signed contract you change the "W" to "Z" work complete.

**Daily Attendance (ATT)**

2010-2011 Westpark Elementary 8/16/2010

Stu# Last Name First Name MI Perm ID No. Sex Grd Prg Trk Pgm1 Pgm2 Abs Ltr Date Tdy Ltr Date Status

Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension Tch# Teacher Name

603 Maguire

Attendance by Calendar Daily Absences Enrollment District Enrollment Other District Enrollment

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
7/26	NO SCHOOL	7/27	NO SCHOOL	7/28		7/29		7/30	
8/02		8/03		8/04		8/05		8/06	
8/09		8/10		8/11		8/12		8/13	
8/16	IS NO WRK	8/17	IS NO WRK	8/18	IS NO WRK	8/19	IS NO WRK	8/20	IS NO WRK
8/23		8/24		8/25		8/26		8/27	
8/30		8/31		9/01		9/02		9/03	
9/06	HOLIDAY	9/07		9/08		9/09		9/10	
9/13		9/14		9/15		9/16		9/17	
9/20		9/21		9/22		9/23		9/24	
9/27	HOLIDAY	9/28	HOLIDAY	9/29	HOLIDAY	9/30	HOLIDAY	10/01	HOLIDAY
10/04	HOLIDAY	10/05	HOLIDAY	10/06	HOLIDAY	10/07	HOLIDAY	10/08	HOLIDAY
10/11	HOLIDAY	10/12	HOLIDAY	10/13	HOLIDAY	10/14	HOLIDAY	10/15	HOLIDAY
10/18		10/19		10/20		10/21		10/22	
10/25		10/26		10/27		10/28		10/29	
11/01		11/02		11/03		11/04		11/05	

Enrolled 18  
Present 13  
Excused 0  
Unexcused 0  
Tardy 0  
Not Absent / No ADA 5

Thursday Attendance Notes

Red Flag

ABS Codes LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Mass Add Print Re-Admit eXit Switch

## Month-End Check list

\* Step to be completed every Attendance Month-End

1	<p><b>Missing ABI Report</b> – <b>Must be printed</b> daily/each period <b>to verify that all teachers have taken attendance. You must contact the teachers to ‘submit’ so the report will clear.</b> If names are left on the report you must write Why? The reason and how it was resolved. <b>Keep and File with month-end reports.</b>  <i>If the report is blank you don't have to keep.</i></p>
2	<p><b>UNVERIFIED ABSENCES REPORT</b> - Run Daily – Checks that all verified absence codes are entered in Aeries? Enter date: Enter the Month-end Start &amp; End date</p> <p><b>Secondary sites</b> –Should also running the <b><u>M. Print students with n or more period absences</u></b>  <u>Absences by date</u> _ Verify all students with all periods marked ‘A’ absent have an ALL DAY code entered in Aeries. Also look for single period absences –verify if they are correct.</p>
3	<p><b>TARDY / LATE LOG</b> <i>Verify all manual entries are entered in Aeries. Run a Tardy today report! Compare w/manual log entries.</i></p>
4	<p><b>INDEPENDENT STUDY LOG</b> <i>Verify all contracts are listed including voided ones and that you've coded completed contracts in Aeries. Also verify the YTD manual log matches Aeries, days complete.</i></p>
5	<p><b>WEEKLY ATTENDANCE REPORT</b> <b>Teacher's signed &amp; dated in ink, weekly</b> (High Schools only)</p>
6	<p><b><u>MONTH-END Steps – ‘Update’ Aeries each mth-end before you begin.</u></b></p> <p><b>UNVERIFIED ABSENCES REPORT</b> - Enter date: <u>First day of school</u> through the month-end date. Check the <b>entire year</b>. If blank you don't need to print.</p>
7	<p><b>ATTENDANCE AUDIT LISTING</b> Reconcile any data errors before printing the other month-end reports. If blank no need to print and save.</p>
8	<p><b>*If you have Program S students at your school</b></p> <p><b>AERIES vs. SEIS - SDC Comparison - Verify status of Special Ed students who are coded Program S, SDC.</b> Run SEIS report and Query out of Aeries. Compare and Identify differences and give to Psychologist or case worker to see what IEP states. PRG “S” is used for special ed students who receive 50% or more worth of services who is in the regular classroom less than 50% of the time.</p>

9

**ENROLLMENT RECONCILIATION - Compare ADD/DROP vs. GAIN & LOSS then compare to the CLASS LIST** - Verify dates and students enrollment are the same on all three reports.

\***Step 1:** Verify each student(s) name on the Add & Drop List is on the Gains and Loss report with the correct enter or exit date. Also verify all students on the Add & Drop list were added or dropped from the manual Class List. Verify the dates are the same on both.

**Manual ADD/DROP LIST** after verified **Sign & date**. Also show evidence of verification on report (check marks, etc.) Record Add/Drop ending balance each Attendance month.

\***Step 2:** Compare the Gains & Loss report with the Class List. Pull the Class List by Teacher or Grade. Verify that all student(s) on the Gains & Loss have been added or removed from the correct Class List. Also verify the date is the same. Add a check mark by each name to confirm you verified it.

\***Step 3:** Add up the ending enrollment for each grade level from the Class Lists. Compare it to the Gains & Loss report ending enrollment by grade total, they should match. If they match, circle the Gains and Loss report and initial and date each grade level. Record the new month-end ending enrollment total on the class list, if it changed.

**Example:**

**Elementary Sites:** Class list is by Teacher: Kindergarten class list shows 3 classes = 33+33+33 = **99**, Gains & Loss report ending enrollment should say **99**. Circle, if correct initial and date. Now do the same thing for the 1<sup>st</sup> grade, 2<sup>nd</sup> grade, etc...

**Secondary Sites:** Class list is by Grade: Verify the ending enrollment and record the month-end number for each grade 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> 10<sup>th</sup> etc. if it changed.

**1<sup>st</sup> day CLASS LIST** - Record all add/dropped students in the correct class and/or grade include; Name, Date, if dropped a Brief Desc., Ending Class Total and record ending balance each attendance Month-end, if changed.

**GAINS & LOSSES REPORT** **Sign & date once verified**, show evidence of verification on report (check marks, etc.) circle each grade ending balance and initial/date once verified against the Class List.

10

**MONTHLY ATTENDANCE SUMMARY** - Print a preliminary report compare it with the Gains & Loss report. Verify the final enrollment numbers are correct for each grade level. Hold on to this report until the Final is available on Drive O to print. Print and compare it to your preliminary. They should match. \*

\*If they don't match something was added to Aeries after close. Look up and view the Summary report in Aeries and see what report is correct. Yours or the final report on the Drive O? Send the DO whatever report is correct. Keep both the final report and the correction report in your month-end file. If not sending final dated report write on report correction when you send it to Robbi/DO.

11

**MONTHLY ATTENDANCE 'DETAIL' REPORT** - **Don't print a preliminary report, only print the Drive O: Final** - Keep and file w/month-end.

<p>12</p>	<p><b><u>Operations sends an email</u></b> each month to tell you the attendance reports are available to print on the Drive O:</p> <p>The <b><u>Final Attendance reports</u></b> are dated to show the district cut-off date you <b>MUST print them</b>. You must keep a hardcopy of these reports on file at your school. It's a state requirement that the site maintain the reports for 3 years plus the current year. All sites should have these records on file 2012/13, 2011/12, 2010/11, 2009/10. In September 2013 you can destroy/shred 2009/10.</p> <p><b>Print Drive O: Final date</b> – Have the principal sign and date the Final Attendance Summary(s) Make copies for your Month-end files and send the '<i>original</i> signed &amp; dated <i>Final</i> Summary Attendance report to Robbi Edmondson at the District Office.</p> <p><i>Note* Any corrections to the Summary report also have to be signed by principal</i></p>
<p>13</p>	<p>You repeat this process of reconciliation for other programs such as <u>TK Kindergarten</u> and/or <u>Extended Learning</u>. These programs have a separate site number so you have to reconcile separately.</p> <p><b>Extended Learning</b> is an Hourly Attendance intervention program. Attendance is taken each hour and it is not required that we add verified absent codes for these absences. Record those students present 'P' or absent 'A'. This program is not approved for electronic signature so we need the back-up <b>detail</b> attendance report(s) and rosters on file with your signatures. Each month-end <b>send me both</b> the Hourly Attendance Summary, signed/dated by principal and Detail Attendance reports signed by the clerk.</p>