Extended Learning - Supplemental Hours - State requirement guidelines

Supplemental funding is available for hourly programs offered basically anytime; **before or after** school, weekends, intersession, and summer. The following requirements are requisite of funding:

1. There must be adopted board policy clearing identifying the goals of the program, how students will be identified, and process evaluated.
2. Hourly attendance –must be recorded for each clock hour
3. Hours (or fraction thereof) must be recorded in a CDE approved attendance system.
4. Passing time cannot be included for apportionment.
5. The attendance register must bear the dated signature of the instructor.
6. A pupil hour can only be counted once.
7. All hourly programs must be offered outside of the regular school day.
8. The programs cannot be provided at the end of a minimum school day.

Determine if the system is manual or computerized. For programs requiring hourly attendance, identify the start and end time schedules for each session and record each clock hour, even if there is a block schedule, e.g. 3-5p.m.

A student is considered present if he/she attends any part of the scheduled class hour.

Free and reduced students are provided a lunch for weekend & summer school per Ed. code 49531 and 49553(a).

Irvine Unified School District

1. Summer School
2. Before and/or After-school Program –Extended Learning

Teachers Attendance Responsibilities **Daily -** The teachers must take attendance **every hour** using ABI. Only mark those students that are Present 'P' or Absent 'A'. And then hit **submit**. If no students are absent you must still hit **submit**, so that the information is transferred to Aeries.

Every Friday the teacher must print a 'Weekly Attendance' report out of ABI. The teacher must review it for accuracy and then sign & date it and give it to the attendance clerk at your site, no later than the following Monday. **Those sites with Electronic Signature do not have to print weekly attendance reports.**

*If any attendance is missing on the report , **hand write it in and initial** or if possible, go back and enter it to ABI, submit and reprint the report. When you turn it in please make a note to let the attendance clerk know if you have made any handwritten correction on the weekly report.

Office/Attendance Clerk Responsibilities

Daily_ Print the **"Missing ABI Report"** to make sure that all teachers have taken attendance. Contact the teachers listed and follow up to make sure they submit their attendance. If names are left on the report write an explanation on why they did not take attendance such as; no class today, problems with ABI log in teacher took manual attendance, etc.. **If the clerk is entering all of the attendance and teachers are not using ABI then that must be noted on the report and the manual signed teacher rosters must be kept.** **MUST KEEP the Missing ABI Report if names listed w/ explanations on WHY?** File report with Ext. Lrn. Month-end report. The goal is to clear it each day. If blank you don't have to keep.

Every Friday if the teacher is unable to print their own weekly attendance report the clerk will need to print and distribute to them. The teachers will turn in the Weekly Attendance Report by the following Monday. Review the report to verify all attendance is posted correctly and that the teacher has signed and dated it. If any attendance is not posted contact the teacher(s) to get the correct attendance information and enter the changes to Aeries. If you make any corrections after the teacher has signed the weekly attendance report the teacher does not have to re-sign it but you should note the change you made on the report. **Those sites with** **Electronic Signature** **do not have to print weekly attendance reports.**

Attendance Month-end - The attendance clerk will receive the final "Hourly Attendance Reports" from Operations. Review them, the clerk must sign each page that has a total to show that the number of hours reported is correct. **If you need to re-print report(s) go to** Aeries_ Attendance Accounting_ Select to **print** the **3. Hourly Attendance Report** **(Detail)** and/or **4. Print Hourly Attendance -** **Summary** report. The #4 report is a recap of all of the hours for the month, have the principal sign and date it. Turn in **both** **original** signed and dated reports to the D.O. attendance office, Attention Robbi Edmondson. Keep a copy of those reports along with all of the teacher signed Weekly Attendance reports in your Extended Learning Month-end file.
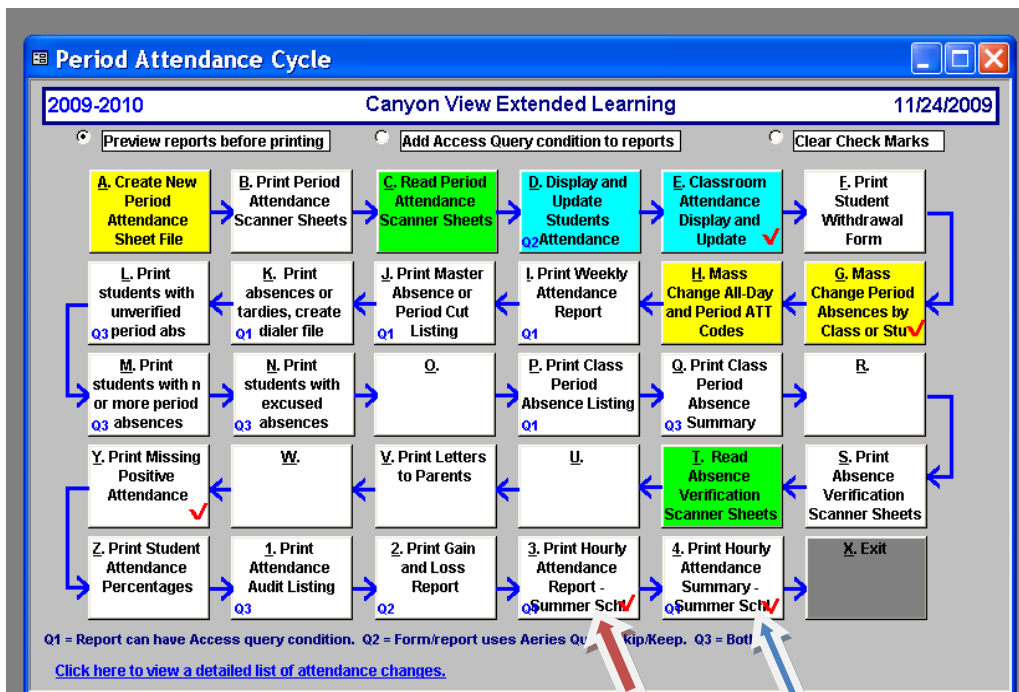
Operations will print the 'Final '3. Print Hourly Attendance Report- Summer Sch & 4. Hourly Attendance Summary at Attendance Month-end. When you receive the report verify the hours are recorded properly and sign & date each page (#3 report) that has a total.

Attendance Clerk signs & dates each page that has the Total Hours on it.

The report should only show "+" for Present or "A" Absent codes. Unless you offer more than one class and the hourly program code is different for each class. If this is the case you'll see the "P" code in one of the hours. Example (+P on one page, and P+ on the other page) This occurs mainly in the summer school program.

The 4. Print Hourly Attendance Summary   Recap of Total hours by Grade and Hourly Program.

The Principal Signs & Dates this report.

Send both 'original' reports to the D.O. attendance office – Attention: Robbi Edmondson

Keep a **copy** of both reports along with all of the Weekly Attendance reports in your Extended Learning Month-end file. And any Missing ABI reports.

Those sites with Electronic Signature do not have to print weekly attendance reports.