

OA Meeting – February 5th, 2020

Welcome New Office Assistants

- Melina Guzman – Meadow Park
- Meera Aggarwal – Venado Middle School
- Rochelle Patterson – San Joaquin Schools/ Home & Hospital

New Absent code - Absence Code Table Updated.

Student Services

Absent Code: **7** - Title: **Alternative to Suspension** - Abbrev: **ATS**
In-House suspension located at CHS Campus.

Entertainment Industry

Updated information regarding Work Permits. Hand out shows the steps parent have to take and the registration form they will bring to you to fill out.

- Two types of work permits -10 day or 6 month permit
- The official work permit must have the school or school district seal or stamp for certification. Make a copy of it and add to CUM file. Return original work permit to parent.
- If student is **new**, they must first register with the labor board to start the process. Email address: EWP@dir.ca.gov. They will need a have the school stamp or seal on the registration form and a section filled out. Make a copy for your records in lieu of permit.

Independent Study

When you have a Ind Sty contract with **overlapping** attendance month-end dates, what do I need to do?

When a IS contract is complete and teacher returns the sign/dated graded contract, you change the **'W'** (Work not Complete) absent codes to **'Z'** (Work complete) code. *When you do this, it will change your report numbers.* The apportionment increases and the enrollment numbers may change too if entered IS Contract in Aeries after month closed. ***Correction report(s) needs to be submitted.***

- **Print** the prior months **'Monthly Attendance Summary'** **Program I** page and the last page of report that reflects Report Total. Write Correction on report. Have principal sign/date and scan to Robbi. File in prior month-end. Do not throw away original report.
- **Print** prior months **'Monthly Attendance Report'** **Program I** pages and last page that reflects Report totals. Write correction on pages attach to signed Summary and File in prior month-end.