

Welcome - New Attendance Clerks 2019/20

- Portola Springs – Jackie Jew
- Loma Ridge – Shar Safa
- Cadence Park – Tammy Ghajar
- Woodbury – Adriana Silva/Veronica Escalante
- Bonita Canyon – Lucy Ly

New School

- **Site 138** - Loma Ridge (K-4)

Instructional Days - All IUSD students must be offered the **same number of days of instruction not to exceed 180 days.**

Student transfers from year-round to traditional school. If you are a traditional school and have received any transfers from year-round schools, please notify me with the following information, as it is quite possible this number will be exceeded.

- Student name/number
- Start date
- School transferred from
- Will enter in Aeries the Maximum “N” code for those days over 180. (students are still required to come to school we are just coding them the ADA is not calculated)

Independent Study We are decentralized so your principal will make the determination. (See handout)

- Independent Study *may* be coming back. We want to improve student attendance average especially since these numbers are now being submitted to the state.
- Parents want us to offer it so their child doesn't fall behind in class.
- The number of students who extend the winter & spring breaks has increased and we want to recoup some of that apportionment.

Absence Table Changes

- Removed codes (**R** - Religious, **O** – Court Appearance/Legal Issues and **4** – Military)
- These codes were removed because they fall under EC 48205 'Justifiable Personal Reasons' Absent code '**V**' Valid Absence (with principal approval) and require the parent to submit a written request for principal approval.

Independent Study

To help 'Truancy and Chronic Absenteeism' offer students an Independent Study (IS) contract! Lots of rules attached to these IS Contracts.

When to offer or suggest?

- Students who are extending winter and spring vacations.
- Family Emergency travel
- Various other reasons when they must be gone more than 5 days.

INDEPENDENT STUDY OUTLINE

- Independent Study (IS) 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)
- Student must request IS contract at least 5 days before leaving to allow enough time for teachers to gather homework study plan.
- Student must be out a minimum of 5 days but no longer than 20 days (Short term Ind. Sty.)
- IS Contract must be signed/dated by parent, student, principal and teacher **before** contract starts!
- IS Contract must be completed and actuate. Including the duration of the contract. Meeting Schedule: Date, Method, Final Due Date. Also reflect homework assigned, teacher signatures and grades.
- Final Due Date must discuss with parent/student – it has to be dated the first day the student returns to the regular classroom/class. (All homework must be turned in on that day or IS Contract is voided, can't collect ADA)
- Homework **not** complete will be added to Chronic Absenteeism.

Chronic Absenteeism

- **Definition of chronic absence:** Missing 10% of school of the school year for any reason including excused and unexcused absences. Suspensions are included. Chronic absenteeism is defined as missing 10 percent or more of school days. In practical terms, this translates into 18 days a year. 180-day school year.
- *Students must be *enrolled* for 31 instructional days to be included in the indicator; only students who actually attended the school for one day will be included (Days Attended = zero)

Chronic Absenteeism

FAQ

What about those students who are Tardy (more than 30 minutes) or Leave early (more than 30 minutes)?

Answer: That is counted for truancy purposes but **not** for Chronic Absenteeism. *They are counted as attended if they are there any portion of the day!*

How can independent study be part of the chronic absenteeism when there are no absences in independent study? What about the student that tried to do their work and they got stuck on something. They did not finish their work, but they had a reason for it!

Answer: The incomplete independent study course work is converted to days. Incomplete IS days reflect work that was incomplete (converted to days) Absent code '**W**' (Ind Sty Work not Complete) will be added to Chronic Absenteeism.

Attendance Reporting Schedule – IUSD

2019-2020 SCHOOL ATTENDANCE REPORTING PERIODS

ADA Month	Start Date	End Date	Number of Days	Report due to District Office/Fiscal Services
Month 1	7/17/2019	7/26/2019	8 <u>YrRd</u>	Aug. 02, 2019
Month 2	7/29/2019	8/23/2019	19 <u>YrRd</u> / 2 <u>Trad</u> / 1 (8 th) <u>Tk C MS</u>	Aug.30, 2019
Month 3	8/26/2019	9/20/2019	19	Sept. 27, 2019
Month 4	9/23/2019	10/18/2019	4 <u>YrRd</u> / 19 <u>Trad</u>	Oct. 25, 2019
Month 5	10/21/2019	11/15/2019	18 <u>YrRd</u> /Elem / 19 <u>Trad</u> HS	Nov 22 nd , 2019
Month 6	11/18/2019	12/13/2019	17	Jan 13 th , 2020
Month 7	12/16/2019	1/24/2020	13 <u>YrRd</u> /18 <u>Trad</u> Elem.MS/17 HS	Jan 31 st , 2020
Month 8	1/27/2020	2/21/2020	18	Feb 28 th , 2020
Month 9	2/24/2020	3/20/2020	20	March 27 th 2020
Month 10	3/23/2020	4/17/2020	10 <u>YrRd</u> / 15 <u>Trad</u>	April 24 th ,2020
Month 11	4/20/2020	5/15/2020	20	May 22 nd , 2020
Month 12	5/18/2020	6/05/2020	14 / 13 (7 th) MS	June 11 th , 2020

Dates for Aeries Report – Gains & Loss

Year Round

Traditional

Mo 1 - 7/17 – 7/26

Mo 1 - Not Active

Mo 2 - 7/29 – 8/23

Mo 2 - 8/22 - 8/23

Mo 2 - 8/23 - 8/23 (8th – MS)

Mo 3 - 8/26 – 9/20

Mo 3 - 8/26 - 9/20

Mo 4 - 10/15 – 10/18

Mo 4 - 9/23 – 10/18

Mo 5 - 10/21 – 11/15

Mo 5 - 10/21 – 11/15

Mo 6 - 11/18 – 12/13

Mo 6 - 11/18 – 12/13

Mo 7 - 12/16 – 1/24

Mo 7 - 12/16 – 1/24

Mo 8 - 1/27 - 2/21

Mo 8 - 1/27 – 2/21

Mo 9 - 2/24 – 3/20

Mo 9 - 2/24 – 3/20

Mo 10 - 4/6 – 4/17

Mo 10 - 3/23 – 4/17

Mo 11 - 4/20 – 5/15

Mo 11 - 4/20 - 5/15

Mo 12 - 5/18 – 6/5

MO 12 - 5/18 – 6/5

Mo 12 – 5/18 – 6/4 (7th - MS)