

# Attendance Accounting

## *Important \**

**ADA funding is back.** *It really never left!*

**What that means to you?** Independent Study may be coming back. Your principal will determine if they would like it or not.

**Why? Independent Study** is used when a student is out of school more than 5 days and we can reclaim the ADA apportionment if they have a *completed* Independent Study contract. **ADA = Money \$** Please contact me for instructions if your principal chooses to implement.

Attendance Accounting is the method by which California school districts track attendance and absences of pupils. This serves two purposes;

1. It enables the district and the state to verify compliance with compulsory attendance law.
2. It is the method by which the state apportionment, districts' primary funding source, is calculated.

## **What is Average Daily Attendance?**

- Average Daily Attendance (**ADA**) is how we are funded it's the apportionment average that is calculated from the 1<sup>st</sup> day of school through April 15<sup>th</sup> (P2).

The total number of actual apportionment '**student days of attendance** *divided by* the **number of school days taught**'.

- **ADA** generates apportionment that makes up **70% to 80%** or more of the school district's general fund.
- Pupil daily rate is about **\$30-\$35** for each day of attendance.

Although **ADA** funding is **not** provided for absences, we are still required, by law to verify the student absences.

Verifying the absences confirms that the student was indeed absent as opposed to teacher error or truancy. Remember, our educational commitment to compulsory education remains the same!

## Daily Absences Verification

Due to confidential reasons, verification of a student's absence must be obtained and/or received by a district employee only! For this reason, schools cannot utilize the services of volunteers, students or teacher assistants for this purpose.

If you are unable to obtain absence verification (after all available resources have been exhausted) you may change the code 'A' unverified absences to 'U' Unexcused/Truancy. High School may change to 'C' Cut/Truant.

Remember, a parent reserves the right to verify a student's absence at any point during the school year! Individual school site disciplinary action may still apply.

## Attendance or Enrollment **CORRECTIONS**

*When do I send prior Month-end corrections?*

**When a student's attendance changes from:**

**Present/Tardy to Absent/Not Enrolled**

**or**

**Absent/Not Enrolled to Present /Tardy**

Anytime there is a change in ADA (\$\$\$) to a prior attendance month, you will need to send the district a *revised* signed/dated Attendance Summary.

Change to prior month slips are used to acknowledge changes that are made after a previous months reports have been reconciled. In the event of an audit, your change to prior month will serve as your paper trail of changes that were made in AERIES, affecting ADA.

# Verification Codes

## **DO NOT** COLLECT ADA

### Excused or Unexcused absences

**A - Absent**  
**D - Medical**  
**I - Illness**  
**J - Jury Duty**  
**O - Court Appe**  
**Q -Quarantine**  
**V - Valid Absence**  
**F - Funeral**  
**R - Religious Holiday/Inst.**  
**M- Modified Day/Schedule**  
**N- Maximum**  
**1 - Entertainment**  
**2 - Entertainment**  
**3 - Cut/Truancy Addressed**  
**4 - Military**  
**U - Unexcused**  
**C - Cut**  
**S - Suspended**  
**W- Ind. Sty. \_ Not Complete**

## **Collect ADA**

### Student present just out of class or late to school

**T - Tardy**  
**L - Excused Tardy**  
**X - Unexcused Tardy**  
**G - Scheduling error**  
**H - Study Hall**  
**B - School Business**  
**E - Saturday School**  
**K - In House Suspension**  
**Z- Ind. Sty. \_ Work Complete**  
**P - Present (Hourly Att)**

## Monthly Report Due Dates

Before printing final reports '*Update*' AERIES first so that the YTD column is correct.

Print your preliminary reports to reconcile your enrollment and attendance. Once you're in balance '*Update Aeries*' print final reports. The Attendance Summaries and reports must be run each month by the dates listed below. Forward the *original* principal signed & dated Final 'Summary' report(s) to the District Office. Keep a copy in your month-end file.

**Month 1** – 8/27/2014 (Year-Round Only)

**Month 2** – 9/24/2014

**Month 3** – 10/22/2014

**Month 4** – 11/19/2014

**Month 5** – 12/17/2014

**Month 6** – 1/28/2015

**Month 7** – 2/25/2015

**Month 8** – 3/25/2015

**Month 9** – 4/22/2015

**Month 10** – 5/20/2015

**Month 11** – 6/17/2015

**Month 12** – 6/23/2015

## Compliance Dates for District Reporting 2014/15

**P1 – Month 5 - December 12<sup>th</sup>, 2014**

**P2- Month 8 - March 20<sup>th</sup>, 2015**

**Class Size (K-3) - April 15<sup>th</sup>, 2015**

**Annual – Month 12 - June 18<sup>th</sup>, 2015**