

Clerk Meeting - Feb 2nd, 2018

- **VTD Auditors** are scheduled to come to audit attendance/enrollment/ASB. **March 5th to the 12th.** Attendance Month-end 4 will be reviewed. In the next couple of weeks I will be scheduling a time to come to your site to do a pre-audit of Month 4.

Sites selected*

Alderwood, Cypress Village, Eastwood, Northwood Elem, Santiago Hills, University Park, Woodbury, Jeffrey Trail, Lakeside, Woodbridge High, University High

- **Audit finding last year.... None!**
- **They did note observations regarding the Missing Attendance report.**

1. Substitute teachers who did not sign rosters and sub date(s) on roster not clear.

Sub-teacher name must be clearly indicate on roster and the date they are teaching. If a sub-teacher is assigned *more than one day*, a new roster should be issued each day. If a teacher is out all week and more than one sub-teacher is assigned, a separate rosters should be issued for each sub-teacher that week! Don't use same roster and have multiple teachers sign. Review Aesop list of subs each day to verify you have received all manual rosters.

2. Several teachers did not submit period attendance, the next day issued manual roster, teachers signed off without marking/verifying which students were present or absent. No students were marked absent!

This kind of error is impossible for a clerk to know if students were not in class. Rosters were bundled together and it appeared that teachers just randomly signed/dated without changing or adding attendance. Review manual rosters when returned, if you see anything like this report to Attendance Dean/Principal.

3. Office Aide's attendance being taken by non-certificated office personnel with no supporting records kept.

Create a Sign in log for all office aides reporting to attendance or front office. Record student name, date, period and if present or absent. Principal /VP is supervising teacher.

Attendance Review

All teacher requests to change or add attendance must be in writing so you will have a **source document** to back it up for auditors. All Attendance must be done by an eye witness teacher in the classroom. Manual notes/emails must have teacher name, name of students absent, date, and period. Manual Notes need to be signed/dated by teacher.

- **Missing Attendance report** - *Making sure all teachers take attendance!* Report should be blank unless the teacher has a sub, bell schedule or computer issues.
 1. Verify all names left on the report have an explanation written saying **why?**
 2. If a sub teacher taught that day attach the manual rosters to the back of the report.
 3. If teacher has problems with Aeries Web or other computer issues, state that on the report and get a manual roster, note or email from teacher with the attendance for the day.
 4. Bell Schedule issues: Recommend attaching a school bell schedule if you have A/B days or bell schedules that cause teachers to appear on Missing attendance report that have no students/classes that day.
- **High Schools** – Make sure you have collected **all Weekly Attendance Reports** each week. Have a check list that backs this up. The *teachers are certifying* there attendance is accurate by signing/dating these reports each week. Since our high school are not approved for Electronic Signature this report is what keeps us compliant with the state.

Elementary Traditional Schools

Student transfer from year-round to traditional schools. It is important that we claim student for only **180 total days** for the school year. If you are a traditional school and have received any transfers from year-round schools, please notify me with the following information:

- Student name/number
- Start date
- School transferred from

I will review and verify if they will exceed that limit. If they have we adjust attendance and use the “N” Maximum absence code.

Religious Holidays – If religious holiday requested is **not** on the District Religious Calendar or Interfaith Calendar in **BOLD** as a day off, we request that Parent/Guardian submit an advance written request to the principal for approval. The word needs to go out to parents to follow this procedure.

If out for *religious instruction* they must also provide information from place of worship with dates and times of the instruction so principal can make determination. See Board Policies attached.

Board Policy 5113

Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code [48205](#))

- a. Appearance in court
- b. Attendance at a funeral service
- c. Observation of a holiday or ceremony of his/her religion
- d. Attendance at religious retreats not to exceed four hours per semester
- e. Attendance at an employment conference
- f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process

Board Policy 5113.1

STUDENTS PARTICIPATING IN RELIGIOUS EXERCISES

A student, with the written consent of his parent or guardian, may be excused from school to participate in religious exercises or to receive moral and religious instruction. Verification of student attendance by a person authorized by the institution conducting the religious exercises on moral and religious instruction may be required by the school upon the return of the student. The written verification, if required, must indicate the beginning time, ending time, and date of exercise or instruction. No student shall be excused from school for such purpose on more than four days per school month. Such absence shall not be deemed as an absence in computing average daily attendance, if the student's attendance at school, religious exercises, and instruction total a minimum day.

Note: Students eighteen years and older have the authority to write their own verification.