Saturday School

Saturday school schedule must be compliant with the statutory minimum day of 240 minutes.
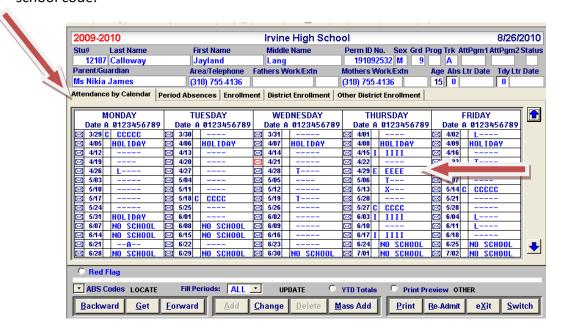
Attached is the Saturday School form that they should be using. The teacher and administrator must sign & date verifying students that attended.

Irvine Unified School District
Saturday School Attendance Record

Date Held: _____ Class Start Time: _____
School: _____ Class End Time: _____
Teacher: _____ Nutritional Period: _____

Reason Codes:
U or Y = Unexcused Truancy
X = Unexcused Tardy
C = Cut / Truant
S = In Lieu of Suspension

Absence Codes:
Present = P
Absent = A
Tardy = T
Saturday School = E (Code entered in Aeries, if Completed)

	Student Name	Grade	Sex (M/F)	Reason Code	Date	ADA$ Day? (Y/N)*	Attendance Code	Site Comment
						Day Being Made Up		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Total # ADA days _____

* Apportionment (ADA$) can be claimed only if the day being made up was a full day absence.

Teachers Signature _____ Date _____ Administrator Signature _____ Date _____

I certify that, to the best of my knowledge and belief, the pupil attendance reported is true and accurate.

ATTENDANCE PROCEDURES

- Collect Saturday school rosters. Verify they are signed and dated by the teacher. Verify with teacher/AP/dean if any pupils were there for **only** discipline issues.

- Enter the pupil attendance information to Aeries -Student Data- calendar screen.

- Only change the ALL DAY codes to '**E**' Sat Sch (SAT). Do not change *period* absences.

- If a student is attending Saturday School to make-up *period* absences only note it in the envelope and discipline folder. Do not enter the '**E**' Sat Sch (SAT) absence code to the periods.

- If a student is attending Saturday school for *only discipline issues* do not enter the '**E**' code. The '**E**' code is solely for unexcused/truancy absence reclamation.

Look up each student who attended Saturday School in Aeries, Student Data Screen. Locate the make-up date and change the all-day code "U" or "C" or "3" unexcused to the "E" Saturday school code.

New Procedure

When entering the absence code **"E"** Sat Sch (SAT), normally you would enter an All Day code and the periods are all changed to whatever code that is. For truancy reasons we must keep the period absences the same to show the absence code the student made up. The only way we can do that is to do the following;

ALL DAY code "E" Sat Sch (SAT) – Keep periods showing 'C' Cut/truant or 'U' Unexcused or '3'

You'll need to enter the 'E' code in the ALL DAY field, now click on **Change**, it changes all the periods to 'E'. Now go back and change periods manually back to 'C' or 'U' or '3'. *Just click on period and change.*

After you enter all student changes now go to Attendance Accounting (See below) and print the Attendance 'Detail & Summary' reports that were affected by the changes you made.

A) Print the detail page for each student who attended, highlight the change.
B) Then print the Attendance Summary report to show the changes.
C) These Revised month-end report pages must be sign/dated by principal and sent to me at the district.
D) File a copy with your attendance month-end reports.

Create a file for Saturday school and file all these attendance record forms.

Click on _ Attendance Accounting

Period Attendance Cycle

2010-2011   Woodbridge High School   8/26/2010

- ○ Preview reports before printing
- ○ Add Access Query condition to reports
- ○ Clear Check Marks

A. Create New Period Attendance Sheet File ✓	**B.** Print Period Attendance Scanner Sheets	**C.** Read Period Attendance Scanner Sheets	**D.** Display and Update Students Q2 Attendance	**E.** Classroom Attendance Display and Update	**F.** Print Student Withdrawal Form
L. Print students with unverified Q3 period abs	**K.** Print absences or tardies, create Q1 dialer file	**J.** Print Master Absence or Period Cut Q1 Listing	**I.** Print Weekly Attendance Report Q1	**H.** Mass Change All-Day and Period ATT Codes ✓	**G.** Mass Change Period Absences by Class or Stu ✓
M. Print students with n or more period Q3 absences	**N.** Print students with excused Q3 absences	**O.**	**P.** Print Class Period Absence Listing Q1	**Q.** Print Class Period Absence Q3 Summary	**R.**
Y.	**W.**	**V.** Print Letters to Parents	**U.**	**T.** Read Absence Verification Scanner Sheets	**S.** Print Absence Verification Scanner Sheets
Z. Copy Absences to Grade Report Table	**1.** Print Attendance Audit Listing Q3 ✓	**2.** Print Gain and Loss Report Q2 ✓	**3.** Print Monthly Attendance Report Q1 ✓	**4.** Print Monthly Attendance Summary Q1	**X.** Exit

Q1 = Report can have Access query condition. Q2 = Form/report uses Aerie___ ery Skip/Keep. ___ ___th.

Click here to view a detailed list of attendance changes.

First *Click on #3* (Detail) Monthly Attendance Report and select and print all Students who are tagged with the (SAT) code. Then *Click on the #4* Monthly Attendance Summary Report and print page one. Highlight the changes on the reports and have the principal in charge of attendance, sign & date them.

Make copies and send Robbi Edmondson at the DO the original reports. Hold until Month-end and identify as Saturday School. You maintain and file all backup attendance forms. File the corrections to Summary & Detail with your Month-end files.

DETAIL Report – Shows the SAT code – Print pages with this code, Highlight changes.

Irvine High School

8/26/2010
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2009-2010   MONTHLY ATTENDANCE REPORT   Page 2

Track A   Month 10 - From 04/19/2010 Through 05/14/2010   Grade 9

Regular Program

STU#	Student Name	04/19 MON	04/20 TUE	04/21 WED	04/22 THU	04/23 FRI	04/26 MON	04/27 TUE	04/28 WED	04/29 THU	04/30 FRI	05/03 MON	05/04 TUE	05/05 WED	05/06 THU	05/07 FRI	05/10 MON	05/11 TUE	05/12 WED	05/13 THU	05/14 FRI	No! Enrolled	NonAppr Abs	Total Appor
011796	Blackburn, Rodtoby	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	FAM	--	FAM	0	2	18
011866	Blanchet, Abelardo	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011842	Boden, Amy J.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	ILL	--	0	1	19
012510	Borges, Hiram E.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	FAM	0	1	19
011831	Bracha, Raz	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011898	Brantley, Douglas P.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	ILL	--	--	0	1	19
011722	Broussard, Marquise	--	--	--	--	--	--	--	SAT	--	--	--	--	--	--	--	--	--	--	0	0	20
011868	Bui, Emily M.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011978	Bui, Lamson T.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011711	Burgess, Joshua-Taj	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012105	Buzby, Bradley P.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012472	Byun, Clint	--	--	--	--	--	ILL	--	--	--	--	--	--	--	--	--	--	--	--	0	1	19
011804	Cain, Kendall N.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012064	Cain, Sara M.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012187	Calloway, Jayland L.	--	--	--	--	--	--	--	SAT	--	--	--	--	--	--	--	--	--	CUT	0	1	19
011820	Cao, Thomas	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011989	Caporicci, Gabriella	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012213	Carr, Katherine A.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011990	Carr, Rachel M.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011709	Carrera, Cecilia A.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011961	Carter, Jeremiah D.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012298	Castillejo, Daniela A.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012244	Chae, Jennifer	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011870	Challenger, John S.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011690	Chavez, Christian M.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011923	Chen, Claire	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011812	Chen, Kenny J.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012034	Chen, Max	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011813	Chen, Patrick	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012164	Chen, Sherman	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011900	Chen, Wayne	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011914	Chen, Wesley B.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012018	Chen, Yung Hsi	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
012045	Cheng, Jen Chieh	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011848	Cheng, Raymond T.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20
011921	Cheng, Susan Y.	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	20

Summary Report – (Usually Col. H Days of Non-Apport. and YTD column changes)

Irvine High School

08/26/2010
09:31:29 AM

2009-2010   MONTHLY ATTENDANCE SUMMARY   Page 1

Track A Traditional Sch   Month 10 - From 04/19/2010 Through 05/14/2010

Regular Program

Grade Level	Tchr No.	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	N Total Apport Attend	O Days Taught	P TotalADA (N/O)
															YEAR TO DATE		
9 TOTAL		20	453	2	455	3	452	32	170	9100	8898	444.90	98.13%	0	67970	153	444.25
10 TOTAL		20	481	3	484	4	480	65	166	9680	9449	472.45	98.27%	0	72644	153	474.80
11 TOTAL		20	467	1	468	4	464	50	213	9360	9097	454.85	97.71%	0	69995	153	457.48
12 TOTAL		20	433	1	434	0	434	0	254	8680	8426	421.30	97.07%	0	66312	153	433.41
Total 9-12		20	1834	7	1841	11	1830	147	803	36820	35870	1793.50	97.81%	0	276921	153	1809.94
PROGRAM		20	1834	7	1841	11	1830	147	803	36820	35870	1793.50	97.81%	0	276921	153	1809.94

_____To the best of my knowledge, the information contained on this document is accurate and complete.

Principal Signature   Date