



## Pupil Accounting Attendance Procedures

---

### Attendance Procedures

This section of the handbook provides step-by-step instructions for handling attendance accounting at the school site. In this section you will find:

- A task description of the major duties in attendance accounting.
- Daily attendance procedures.
- Absence codes.
- Monthly attendance procedures.
- Reports and reconciliation of reports.
- SARB information.

California laws require the reporting of attendance (CCR 401, Ed. Code 44809). Ed. Code 48340 requires notifying parents of absences on the day of the absence. The principal is responsible for assuring that attendance is recorded and acted on, timely, by all responsible staff and that the site satisfies the requirements established in law and district procedures.

Attendance starts with teachers accurately and timely recording attendance. The principal will monitor teacher attendance taking by establishing a reporting process with the attendance staff that assures teachers are taking attendance or provides immediate notification of problems. The Zangle system provides a “Collection Status Report” that indicates whether or not teachers have posted attendance. Staff can run this report as often as needed during the course of the day for all or selected class periods.

The Pupil Accounting Department, under the Financial Operations Division, will periodically release information indicating site effectiveness in reporting attendance. The Pupil Accounting Office will contact sites deviating from expected performance levels. Pupil Accounting’s contact is to determine the cause for deviation and ascertain the principal’s actions effected to bring attendance reporting to the expected performance level. Should the site not meet expected performance, the Pupil Accounting Office will contact the principal’s School Improvement Officer who will direct the principal to take actions that will achieve the expected performance. Principal’s School Improvement Officer will notify the Pupil Accounting Office of the actions the site will use to achieve compliance.



## Pupil Accounting Attendance Procedures

---

### Steps of the Attendance Monitoring Process

In order to improve the overall performance of all schools in the district, the following attendance monitoring process will be implemented effective immediately:

1. Pupil Accounting Department, under the Financial Operations Division, will periodically release information showing site effectiveness in reporting attendance, based on data provided by the Information Technology Division.
2. The Pupil Accounting Office will contact sites deviating from expected performance levels, by telephone and in writing (e-mail). Pupil Accounting's initial contact is to determine the cause for deviation.
3. The principal will respond, in writing, with an explanation and actions to bring attendance reporting to the expected performance level in the following week. Pupil Accounting will assess the cause of the deviation and will provide training and support as well as refer any issues to other district departments as needed.
4. Should the site not meet the expected performance within the following two weeks, Pupil Accounting will contact the principal's School Improvement Officer by forwarding the e-mail originally sent to the site including the principal's response and a recap of any steps taken to address the issues raised.
5. The principal's School Improvement Officer will direct the principal to take actions that will achieve the expected performance level.
6. The principal's School Improvement Officer will notify the Pupil Accounting Office of the actions site will use to achieve compliance.
7. If within the four-week period, the site continues to not perform according to expectations, the School Improvement Officer will notify the Deputy Superintendent. The Deputy Superintendent will initiate action to bring the site into compliance.

Along with this information, you will need to refer to the ZANGLE User Guide.

Because of the legal requirements associated with attendance accounting, the district must be able to verify that all schools are following approved procedures. The instructions contained in this handbook must be followed at all schools that use Zangle. However, occasionally a site may have unique requirements that might justify some modification to the prescribed method. Any change will require prior approval by Pupil Accounting and Office of Audits and Investigations. The site principal must request the change in writing. Until an alternate procedure is given approval, **you must not deviate from the standard process outlined in this handbook.**



## Pupil Accounting Attendance Procedures

---

### Task Description

The attendance accounting function at a school may be done by one or more individuals at the site. There is no one specific classification assigned to perform all of the duties involved in attendance accounting. For purposes of this handbook **Attendance** refers to the personnel responsible for the job. Each site principal determines which and how many of the school's clerical staff are needed to complete the work. Some factors to consider include demographics of the school community, size of the school, and the instructional schedule.

A school with a high mobility rate may need to commit more resources to attendance accounting than a school in a more stable community—even if both schools are the same size. In some communities, parents routinely contact the school when students are absent. At other schools, the attendance personnel need to make phone calls or home visits to verify absences. All of these conditions need to be evaluated so attendance accounting is adequately supported. As noted earlier, the district depends on attendance for the majority of its financial resources. The more efficient schools are in attendance accounting and raising student attendance, the more money the district will have to use in educating students.

**Attendance** is responsible for developing and maintaining auditable records of student attendance. In recording students' absence from school, **Attendance** must verify all absences through personal contact, note, or telephone call. All verifications must be documented in writing. The teachers are responsible for reporting student attendance online using TeacherConnection website, if the website is not accessible or available, then the teacher must record the attendance on a paper roster, sign and deliver the roster to **Attendance** for computer input on Zangle (paper roster must be kept on file). **Attendance** is responsible for printing a "Collection Status" report that indicates which teachers did not take attendance and informing the principal. The work performed by **Attendance** serves three essential purposes:

1. Verifying that all teachers posted the students' absence in ZANGLE. If any teacher did not post attendance for the prior day, Attendance must enter that teacher's attendance the next day when the teacher submits a paper roster. In the event of a substitute teacher, Attendance posts the absences. Attendance posts verified absences in the Zangle system which fulfills the district's legal requirement to be accountable for the whereabouts of students enrolled in district programs.
2. Student attendance provides the basis for allotment of state apportionment funds to the district.
3. Verification of absences provides an opportunity to increase student attendance by alerting parents and site staff to unapproved student absences.

Attendance is responsible for printing "Teacher's Summary of Attendance" weekly, distributing for signature, collecting and checking off signed documents as received.



## Pupil Accounting Attendance Procedures

---

### Task Description- (continued)

Verification of absences is very important to schools in order to improve student attendance. Phone calls to parent should be done early in the day to verify absences. Secondary sites may begin calling after second period. It is inappropriate to wait until the afternoon to start calls regarding student absences. Attendance personnel must do more than simply record reasons for absences. They must be thoroughly familiar with the suitability of absence excuses and provide this information when communicating with parents or guardians about student absences. Such cooperation between school and home can be an important intervention to prevent the development of serious attendance problems. If problems persist, **Attendance** should alert the site administrator or counselor.

In cases where students have become, or are in danger of becoming, habitually truant or irregular in attendance, it may be necessary to refer them to the School Attendance Review Board (SARB) at (858) 490-8687. SARB is a legally established board that provides intensive guidance and coordinated community services to meet the special needs of students with school attendance problems.

### Opening Day of School

Attendance must be taken and recorded on the first day of school.

All students who are enrolled, pre-enrolled, or expected to be in attendance on the first day of school are to be marked absent if they do not attend on opening day. Every effort must be made to make contact with a parent or guardian to verify their intent for the student's attendance at that site. **Enrollment (school site)** should be notified if continued absences are reported during the first week of school. Drop summer "No Shows" as soon as verified as not returning but before the end of the first school month. All students must be entered and all drops completed by the end of the first school month.

**Attendance** should print substitute rosters in the morning on the first day when they know there will be a substitute teacher. If it is noted or you are informed that a student name is missing from the rosters, please notify **Enrollment**. If you are informed by parents or teachers of students that should be dropped, please notify **Enrollment**.



## Pupil Accounting Attendance Procedures

---

### Absence Definitions

#### Excused Absences, as defined by the state

1. Illness - This includes medical, dental, and chiropractic appointments, lice, under a doctor's care, medical quarantine and hospitalization. Illness does not include being overtired, depressed, fatigue, parent or sibling ill. Students with lice should be referred to the nurse immediately and can be coded as "I" for up to three days. Absences after three days should be coded as "U". The District's policy regarding lice is on the District's website at:  
[http://www.sandi.net/depts/nursing\\_wellness/forms/pediculosis\\_policy.pdf](http://www.sandi.net/depts/nursing_wellness/forms/pediculosis_policy.pdf)
2. Bereavement – described in detail on page 7.

#### Other Excused Absences

1. Students may be excused from school for justifiable personal reasons. Such reasons include, but are not limited to court appearances, attendance at special religious ceremonies, attendance at religious retreats (not to exceed four hours per semester), students excluded for 5 days because they are missing the 1st grade physical exam, other family emergencies provided the student's absence is requested in writing by the parent/guardian and approved by the principal or designee, and attendance at Polinsky Center or other temporary agencies and shelters.
2. School-initiated absences, including suspensions.
3. Juvenile Hall, because students are confined.
4. Students absent pending exemption or placement. Such students are carried on the school roll and included in the enrollment count until the date of placement.

#### Unexcused Absences

1. Absences for reasons other than those listed above or non-approved personal emergency are unexcused. A non-approved personal emergency is a situation that **school authorities** find could have been handled in some other manner, even though the absence was approved by the parent or guardian.
2. Truancy - includes absence or tardiness in excess of 30 minutes for reasons that are neither acceptable to the school *or* approved by the parent or guardian; or absence where evidence shows that parent or guardian (a) has misrepresented facts regarding the absence with the intent to have it excused, or (b) has refused to cooperate to keep the student in school as required by law.
3. Trips not covered by a written Contract Independent Study.



## Pupil Accounting Attendance Procedures

See section on Absence Codes

### “W” Code - Tardy For More Than 30 Minutes

1. In part, Section 48260 of the California Education Code reads:  
“Any pupil... who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof is truant...”
2. In order to be in compliance with this education code requirement, the tardy/absence code “W” was developed.
3. Written documentation is required stating the reason for the tardiness and time of arrival. You may use the log or tardy slips, as long as the time, reason and student’s full name are noted.
4. A note from the parent will not excuse the student if the reason given on the note would normally be considered an unexcused reason for tardiness. (i.e. "Ryan was late because he forgot to set his alarm and overslept.")

The "W" code is applicable for any **unexcused** partial day absence or tardy over 30 minutes. Posting the "W" code for unexcused tardies over 30 minutes is mandatory to be in compliance with the Education Code.

Post the “W” code for any unexcused tardy of more than 30 minutes.

Post the “W” code for any unexcused leave early of more than 30 minutes.

If a student gets a “W” in the morning and then leaves early, do not post an “L”. The “W” supersedes the “L”.

### SECONDARY SCHOOLS ONLY

This education code requirement applies once in a day, and only at the beginning of the day. When more than 1 unexcused period tardy occurs in a day, only 1 incident applies toward the declaration of a student as truant.

Examples: Alex is 31 minutes late to period 1 and did not have an excused reason.

Post “W” in period 1.

Beth skips period 1, she is 31 minutes late to period 2 and did not have an excused reason.

Post “Z” in period 1, and “W” in period 2.

Chris skips period 1 and is on time to period 2.

Post “W” in period 1 (Even though he was truant for all of period 1, post a “W”).)

See the **SARB section** in this handbook for more information.



## Pupil Accounting Attendance Procedures

---

### **Bereavement**

The state accepts specific situations of bereavement as excused absences. These are coded "M". **Attendance** obtains the following information.

1. Relationship: the deceased must be a member of the student's immediate family (parent, grandparent, brother, sister, and step-family of the same relationships) or a relative living in the student's home.
2. Location: for the above listed relatives; if the services are in California, the student receives one "M"; if the services are out of California, the student receives up to three "M"s.

For the funerals of persons other than those listed above, for situations where the above information is not available, and for absences exceeding the times outlined above, the following absence codes should be used:

"E" - days of travel, out of town, personal emergency. Student may make up missed work.

"I" - if student becomes ill from grief with headaches, stomach aches, etc.

- If the needed information is too difficult to obtain for obvious reasons, then the absences must be posted as "E".
- Absences due to death of aunt, uncle, or cousin, if they did not live in the student's home, should be posted as "E".
- Absences due to death of a neighbor or friend should be posted as "E".



## Pupil Accounting Attendance Procedures

---

### Communicating with Parents/Guardians

**Attendance** is responsible for verifying students' absences. The manner in which personnel communicate with parents and guardians in verifying absences can sometimes affect the information schools receive. Following are some examples of dialogue **Attendance** can use to solicit correct and adequate absence verification from the home.

1. Try to determine the exact reason for the absence:  
"This is (your name), attendance clerk at (school name). Why is (student name) absent today?"
2. If the parent states that the child is ill or sick, ask:  
"What is the nature of the illness?"
3. If the absence is unexcused (the child overslept, for example) inform the parent about the school attendance policy:  
"Our attendance policy is . . . ."  
(direct them to Facts for Parents or the website [www.sandi.net](http://www.sandi.net) )  
Encourage the parent to bring the student to school:  
"Can you bring (student name) to school now?"
4. If the child is going to be out ill for a long period (at least five more days) but may be able to do homework, **Attendance** should offer to start a Contract Independent Study.
5. If the absence is due to a medical appointment, suggest that future appointments be made after school hours if possible. As part of the school policy, excessive scheduled appointments may require a doctor's note.
6. If the absence is due to a lack of clothing, inform the counselor or nurse.
7. If the absence is due to a trip, recommend that the Contract Independent Study be used in the future for trips of five days or longer.
8. DO NOT use statements that lead parents into making excuses:

If the parent does not want to give information that is requested, do not anger or alienate the parent. Document that the parent refused to give requested information and code the absence based on the reason given.



## Pupil Accounting Attendance Procedures

---

### Contract Independent Study (CIS)

Procedure No. 4316 outlines the administrative procedures governing short-term Contract Independent Study (CIS) during the regular school year. CIS allows students to complete academic requirements during a pre-approved short-term absence from the school.

When a student is out of school and on contract, those days are not counted as absent if the contract is completed. The CIS forms include two parts. The **Independent Study Master Agreement** is the first part and incorporates language required by the California Department of Education (CDE) and the signatures required. The **Subsidiary Independent Study Assignment Agreement** is the second part and contains additional language required by the CDE, space for the teacher's assignments, and the teacher's signature.

**All of the information mentioned in this paragraph must be completed before the pupil leaves, or the contract is invalid.**

The following steps describe the standard operating procedure for handling CIS:

1. Before the student leaves, the student, parent, and teacher complete the Independent Study Master Agreement and the Subsidiary Independent Study Assignment Agreement forms, the teacher gives work assignments to student, and student/parent receive a copy of the two forms along with assignments.
2. Before the student leaves, **Attendance** reviews forms for accuracy and checks that all signatures are complete, dates are correct, and that number of days agrees with dates of contract. Contracts may be for full days only. The contract period can not exceed 20 school days.  
**Note:** the number of contract days should be only the days missed; do not include the return date; do not include holidays or weekends.
3. **Attendance** records information about the student's contract on the CIS log. This is a state requirement.
4. **Attendance** immediately posts the student absent in Attendance Student History screen using the "G" code for each day the student is on contract. Use the Phone Log screen to post all "G" codes at one time. The "G" code is defined as: on contract, no ADA earned until student's return to school with completed assignments. This is an excused absence code.
5. In order to keep current with students on Contract Independent Study, review the status of the paperwork often.



## Pupil Accounting Attendance Procedures

---

### Contract Independent Study (continued)

6. Upon the student's return, the teacher reviews the work completed, records Academic Credit/Evaluation, records the number of days of attendance credit earned on the second page of the Independent Study Master Agreement. The supervising credentialed teacher initials and signs the completed contract, and then forwards the contract forms and a small sample of completed work to **Attendance**.
7. If the contract is for 4 days or less, change the "G" codes to "P" codes only if the contract is completed. A four day contract is never coded with a "C" code. If the teacher does not give full credit, **Attendance** leaves unearned days as "G".
8. If the contract is for 5 or more days, change the "G" code to a "C" code as indicated on the certification. If partial credit is awarded, change the appropriate number of days from "G" to "C". Check to see that the "C" codes posted agree with the contract dates and days earned. If you do not change "G" to "C", no ADA is earned.
9. **SECONDARY SCHOOLS only** – Normally four (4) hours/ periods of completed work equals one day of attendance. The supervising credentialed teacher determines the total number of days earned per student contract.
10. **Attendance** records any information that is missing about the student's contract on the CIS log. This is a state requirement.
11. After reviewing the Student History screen for accuracy and verifying correct postings in the computer, **Attendance** files the completed contract with the samples of the student's graded work. Photocopies of the work are acceptable. Contracts should be kept for four years and filed with the site's attendance documents, NOT in the student's CUM file.



## Pupil Accounting Attendance Procedures

---

### Daily Attendance Procedures

Detailed instructions for using the computer system to process attendance are contained in the ZANGLE User Guide. The following procedures are provided to help you establish a routine for efficiently processing attendance at your school. These procedures must be followed each day.

Each absence verification should contain the following (add missing data to parent notes):

- a. Date verification is received
- b. First and last name of student
- c. Date of absence
- d. Reason for absence
- e. Family contact giving verification
- f. Initials of employee receiving verification

#### **Begin processing attendance as early as possible each morning:**

1. Print attendance rosters for any substitute teachers.
2. Issue Tardy Slips (22-T-1000) in duplicate, one for the student to give to the teacher and one for the file. You may use the Tardy and Late Arrival Log if you prefer. The reason and time of arrival must be recorded.
3. **Attendance** listens to parent messages on answering machine or voice mail and documents verification of absences on the approved forms.
4. Receive incoming calls regarding absences or tardies and record information on a Record of Absence Verification (22-A-0700), Absence Verification Log, Tardy Slip, or Tardy and Late Arrival Log. Samples of approved forms are found on the Pupil Accounting website.
5. **Attendance** can bring up the Attendance Student History screen for a student while on the phone with each parent or guardian in order to clear any other past absences. These verifications must be documented on the approved forms.
6. All employees receiving calls for absence verification need to have a Record of Absence Verification or Absence Verification Log by their phone. All blanks should be filled. Only district employees may accept absence verification, volunteers may not.
7. Teachers take attendance daily online using TeacherConnection within the first 10 minutes of class. Print and distribute page 16 of this attendance procedures document which describes teachers' responsibilities in attendance taking and explains various absence codes. If any teacher is not able to report attendance via Teacher Connect for the day, they must submit a signed and dated paper roster to the attendance office for **Attendance** to enter in class entry.



## Pupil Accounting Attendance Procedures

---

### Daily Attendance Procedures (continued)

8. Teachers must report errors or changes to prior day's rosters by using the Absence Report Cancellation (22-A-0690) or Absence Report by Teacher (22-A-0685). **Attendance** will post the absences in Attendance Student History. Teachers cannot change attendance for a prior day using TeacherConnection.
9. If a teacher did not take attendance for the prior day, they must submit a signed and dated paper roster from the prior day for **Attendance** to enter in Zangle class entry.
10. While waiting for teachers to post attendance for the current day, begin telephone calls regarding absences that remain unverified on prior days. Make calls from the Phone Contact List from prior days and the weekly Excessive Absence report. Record verifications on either form, and post verifications in the computer using the Student History screen. Once the information is recorded on an approved form, it does not need to be re-written on any others.
11. Office staff taking verifications for attendance should add required information missing on notes from parents.
12. Collect all Records of Absence Verification, Absence Verification Logs, Tardy Slips, Tardy and Late Arrival Logs, and parent notes from other employees. Sort Tardy Slips, Records of Absence Verification, Permission to Leave School Grounds Early (blue slips), Absence Report Cancellation, Absence Report by Teacher, and other notes by class and file in attendance folders by teacher in order to enter into the computer.
13. Immediately begin posting absences in the computer, using the **Student History** screen. Post the appropriate code (see Codes section) if the absence is verified.
14. Post "W" for all students that are tardy or leave early for an unexcused reason which exceeds 30 minutes. Post "T" for all students that are tardy or leave early for an unexcused reason of 30 minutes or less. Post "L" for all students which are excused late arrivals or excused to leave early from school.
15. **Attendance** must confirm that attendance was posted for every class by running the Collection Status report. Contact teachers that are listed on report and request that attendance be posted. Sign and date the Collection Status report. Make any documentation necessary (i.e., computer system down, teachers not able to gain access, power outage, etc...) A copy of this report needs to go to the principal for daily review, sign and date required if teachers are listed.
16. Substitute rosters need to be input in Zangle using Class Entry by **Attendance**.



## Pupil Accounting Attendance Procedures

---

### Daily Attendance Procedures (continued)

17. **Attendance** prints the Phone Contact list. This report is used to call and document information regarding student's absence. Begin making phone calls from the Phone Contact List. The form needs to be filled in with the date of the call, who was contacted, the reason for the absence and who took the verification. Sign and date the Phone Contact List.
18. **Attendance** *must* print, sign and date the Master Absence List daily. This report lists all students that are absent, late or tardy by type if applicable.
19. **Attendance** reprints the Collection Status report if there were changes.

### Weekly Attendance Procedures

1. Print the Teachers Summary of Attendance every week, either on Friday after all teachers have posted or on Monday. Distribute the rosters to the teachers. Teachers must sign and date and return to the office. Maintain a checklist for each week to verify all rosters have been turned in for the week, including any substitute rosters.
2. Print an Excessive Absence report each week and make calls to verify student's absence. Record in Student History. Make sure to document verifications on an Absence Verification slip, Absence Verification Log, or the Excessive Absence Report.

### Monthly Attendance Procedures

1. Review the Pupil Accounting Attendance Calendar for month end dates.
2. One week after an attendance month has been completed, print the Monthly Accumulated Attendance Report. **Attendance** and the principal will sign and date as certification of your site's attendance percentage. Send a copy to Pupil Accounting, Ed. Center, Room 3202.
3. File all attendance documents for the school month together, sorted by date, and sort similar documents together. For example, all logs together, parent notes together, CIS together, etc. These documents include Substitute Rosters, Teacher's Summary of Attendance (weekly), Collection Status Report, Master Absence Lists (daily), Absence Verification slips, Absence Verification Logs, Tardy Slips, and Tardy and Late Arrival Logs, Absence Report Cancellation, Absence Report by Teacher, blue slips, notes from parents, and Contract Independent Study. All records for a month should be kept in an envelope, binder, or folder and be organized. This is necessary for providing auditable records and will aid you in producing records for the teachers, auditors and SARB as needed.



## Pupil Accounting Attendance Procedures

---

### Monthly Attendance Procedures (continued)

4. For Contract Independent Study that spans more than one month, file completed CIS with the month in which the contract ends. Attendance can create a separate CIS file folder if easier. The CIS Log should be completed and kept with the contracts.
5. Make sure that records being filed are complete. All signatures on the Master Absence Lists, teacher's or substitute teacher's signatures and date on the weekly rosters (Teacher's Summary of Attendance) and all notes must filled out completely.

### Annual Procedures - Records Retention

**State Education code requires that all records which relate to the monitoring and verification of student absences must be kept for the current year plus three (3) past years.**

These records include:

1. Teacher's Summary of Attendance for each week, signed and dated.
2. Any class rosters, Teacher or Substitute Rosters, used for attendance.
3. Documentation when TeacherConnection is not accessible. Signed and dated.
4. Master Absence Lists – daily.
5. Absence Verification Logs and Slips.
6. Tardy Slips; Tardy and Late Arrival Logs.
7. Absence Report Cancellation; Absence Report by Teacher.
8. Permission to Leave Grounds Early (blue slips).
9. Notes from parents.
10. Contracts Independent Study signed forms and logs.
11. Phone Contact List-daily.
12. Collection Status reports – daily.
13. Monthly Accumulative Attendance Report – monthly.



## Pupil Accounting Attendance Procedures

---

### Absence Codes

#### ABSENCE/ATTENDANCE CODES:

- A - UNVERIFIED ABSENCE - RAW ABSENCE – No contact has been made with parents
- B - BUS FAILED TO PICK UP STUDENT - Absent WHOLE day
- \$ C - CONTRACT INDEPENDENT STUDY - Credit has been earned – 5 days or more (does not apply to Charter Schools)
- E - EXCUSED - Personal or family emergency, Polinsky Center, 1<sup>st</sup> grade physical exclusion, Court Appt., Ethnic Holidays.
- \$ F - FIELD TRIP
- G - ON CIS, NO CREDIT - Credit not yet earned or Credit denied - no penalty to student
- H - HOLIDAY - not available for absences.
- I - ILL, Doctor or Dentist appointment, Immunization Exclusion, Injury, Lice (3 days only)
- J - JUVENILE HALL
- \$ K - SATURDAY SCHOOL - Full day absence made up at Saturday School.
- M - BEREAVEMENT - IMMEDIATE FAMILY - Parent, grandparent, sibling and other relatives living in the student's home: 1 day in Calif., 3 days out of Calif.
- \$ N - IN-SCHOOL SUSPENSION
- O - OTHER ABSENCES -To be used for special circumstances ONLY – Contact Pupil Accounting Office.
- P - CONTRACT INDEPENDENT STUDY – Credit has been earned – 4 days or less (except Charter Schools.)
- \$ Q - Unavailable for use.
- R - RELIGIOUS HOLIDAYS (Rosh Hashanah, Yom Kippur)
- S - SUSPENSION
- U - UNEXCUSED – Overslept (all day), on vacation, out of town.
- V - SCHOOL VACATION - Year round schools on break
- X - PENDING PLACEMENT
- \$ Y - Unavailable for use.
- Z - TRUANT - CONFIRMED BY PARENT

#### TARDY OR LEAVE EARLY CODES:

- \$ D - DETAINED IN OFFICE (Principal, VP, Nurse, Counselor)
- \$ L - LATE OR LEAVE EARLY (EXCUSED) - Late or leave early due to Dr. Appt., Dental, Bus Late
- \$ T - TARDY OR LEAVE EARLY (UNEXCUSED) 0 - 30 Minutes late or leave early, Unexcused reason
- \$ W - TARDY OR LEAVE EARLY (UNEXCUSED) In excess of 30 Minutes, Unexcused reason

\$ = not an absence; funded by state



## Pupil Accounting Attendance Procedures

---

### SAN DIEGO CITY SCHOOLS

#### PUPIL ACCOUNTING

#### ELEMENTARY and SECONDARY SCHOOLS

#### TEACHERS' INSTRUCTIONS TO RECORD ATTENDANCE

To record absences and tardies, the following procedures are recommended:

1. Teachers will use TeacherConnection to take attendance online. Teachers are required to take attendance per California Code and Regulations section 401.c and Education Code 44809. **SECONDARY SITES** – Teachers must post attendance every period.
2. Notify Enrollment Clerk of students no longer in your class or that have been added to your class but are not listed on the system.
2. Post attendance during the first ten minutes of class.
3. Post a tardy on TeacherConnection for students that arrive late. If a student is more than 30 minutes late, send the student to the office for a tardy slip to verify the reason for being late. This is important because if a student is more than 30 minutes late for an unexcused reason, this counts as a truancy and must be verified and documented.
4. Send all parent/guardian notes and messages about absences and tardies to the office.
5. Attendance for the day **MUST** be entered on that day. If the teacher does not take attendance, their name will show on a report that goes to the principal. The principal is responsible for making sure all teachers post attendance every day.
6. Teachers cannot post or change prior days attendance. If changes to prior days attendance are necessary, use the “Absence Report by Teacher” (22-A-0685) form or the “Absence Report Cancellation” (22-A-0690) form and send the correction to the office.
7. The office will print the Teacher’s Summary of Attendance (roster) after each week is completed and submit to the teacher for signature and date. The teacher will return the Teacher’s Summary of Attendance to the office promptly.



## Pupil Accounting Attendance Procedures

---

### Attendance Rules and Regulations -- For Teachers Information

Average Daily Attendance (ADA) is the basis for 75% of the funding received by the San Diego City Schools from the State of California. The accurate recording of absences and tardies plus verification of the reasons is a significant step in the process of calculating the Average Daily Attendance.

#### Definitions of Absences

- Excused Absences, as defined by the state.  
Student's illness, medical or dental appointment, immunization exclusion up to 5 days, quarantine or lice "T" code  
  
Bereavement - limited to immediate family member (Mother, Father, Grandparent, Brother, Sister, and the same Step-relatives)  
1 day is apportioned if service is in California, 3 days if outside California "M" code
- Other Excused Absences  
Justifiable personal reasons, such as court appearances, family emergencies, taken to Polinsky Center by CPS. "E" code  
  
Religious holidays – only District approved "R" code  
  
Suspended (because it is school initiated) "S" code  
  
Juvenile hall (because student is confined) "J" code  
  
Bus (Full day absence because bus failed to pick up student) "B" code  
  
Pending Placement to another site or facility "X" code
- Unexcused Absences  
Unverified absence, no reason given "A" code  
  
Non justifiable personal reasons, trips not covered by a written Contract Independent Study. "U" code  
  
Truant (confirmed by parent, or parent uncooperative) "Z" code
- Contract Independent Study (CIS) - Student and parent/guardian may enter into an independent study contract prior to the students' absence. Credit is based on completion of assignments. "G" code is posted when student is gone, "C" code for days completed and earned. **Incomplete contracts will remain coded "G"**.
- Tardies/leave early - ADA is not affected by tardies or leave early, however, these codes help to identify problem attenders for early intervention.  
"L" is used for excused reasons. "T", "W", "L"



# Pupil Accounting Attendance Procedures

## Reports and Reconciliations

### Introduction

In this section are samples of attendance reports produced by the site.

### Daily

**Collection Status Report** - This report will show the teachers that did not post attendance that day. Run this report before you print your final Master Absence List and Phone Contact List to ensure that all teachers have posted attendance. If the cover page says “No Sections selected for report” and you used the “Sections NOT reported” button, then all teachers have posted. Print, sign and date this report, file with other attendance documentation for the month. If there are changes, reprint a Collection Status report for retention.

Printed 02/04/2009 09:05 Page 1

**Collection Status**  
Farb Middle : S 0367A 08/09  
Sections Not Reported On 09/15/2008

Class Teacher	Per	Room	Course-Section	Description
Archer, Anne [250100]	4		1550.4-2	ENGL/LIT 6TH
Bates, Kathy [250300]	5		1520.2-5	ENGLISH 8TH
DeLuise, Dom [250800]	2		4041-5	ALGEBRA 1(P)
	3		4041-6	ALGEBRA 1(P)
	5		4041-8	ALGEBRA 1(P)
	6		4041-9	ALGEBRA 1(P)
Estevez, Emilio [251100]	6		6521.2-9	WD HST/GEOG 7TH
Feldman, Corey [251200]	3		4001.2-3	PRALG 7TH
Glover, Crispin [251400]	1		6003.2-4	SCIENCE 7TH
Hunt, Darlene [251800]	4		5506.2-1	PHYS ED 6TH-8TH
	5		5506.2-2	PHYS ED 6TH-8TH
	6		5506.2-3	PHYS ED 6TH-8TH
Huppert, Isabelle [251900]	1		5506.2-4	PHYS ED 6TH-8TH
	2		5506.2-5	PHYS ED 6TH-8TH
Keitel, Harvey [252000]	1		5506.2-10	PHYS ED 6TH-8TH
	2		5506.2-11	PHYS ED 6TH-8TH
	3		5506.2-12	PHYS ED 6TH-8TH

**End of Report**



## Pupil Accounting Attendance Procedures

### Reports and Reconciliations (continued)

**Phone Contact List** This list reports all the students who were marked absent (A) for the day. This report is used to call and document the reason for the student's absence. The form must be filled in with the date the call was made, who was contacted, and the reason for the absence and the clerk must also sign and date the form.

Phone Contact List						
Preview Results						
Date: 02/04/2009		<b>Phone Contact List - 09/15/2008</b>				
Time: 09:09:26		Farb Middle				
Student	ID	Phone	Home Language	# Abs	Period List	
Aamaen, Duhpeate	52233	18585858884	Spanish	6	1 2 3 4 5 6	
AYERS, YESSICA MARIE	112897186	16195501728	English	6	1 2 3 4 5 6	
BIDLEMAN, MICHELLE DENEEN	112396373	16195533450	English	6	1 2 3 4 5 6	
BLACK, JUSTICE R	061597271	16195598823	English	6	1 2 3 4 5 6	
Ceron, OMAR M	011897428	16195507294	English	1	2	
Globe, Darius	090996371	16195599597	English	3	1 2 3	
Zimmerman, Lisa	100495686	16195559395	English	6	1 2 3 4 5 6	
<b>Total Number Of Students:</b>		<b>7</b>				

**Master Absence List** This report lists all absences for the day. This report is printed at the end of each day and is signed and dated by the Attendance clerk and retained with the attendance documents for the month.

Master Absence List					
Preview Results					
Printed 02/04/2009 09:21		<b>Master Absence List</b>			Page 1
Farb Middle					
Monday September 15, 2008					
Gr Student	Period(s)	Gr Student	Period(s)		
<b>Unverified Absence</b>					
6 AYERS, YESSICA [112897186]	1 2 3 4 5 6	6 BIDLEMAN, MICHELLE [112396373]	1 2 3 4 5 6		
6 BLACK, JUSTICE [061597271]	1 2 3 4 5 6	6 Ceron, OMAR [011897428]	2		
6 Globe, Darius [090996371]	1 2 3	7 Aamaen, Duhpeate [52233]	1 2 3 4 5 6		
8 Zimmerman, Lisa [100495686]	1 2 3 4 5 6				
<b>Excused</b>					
7 Brito, Gabriella [073196035]	1 2 3 4 5 6	7 MARTINEZ, GERI [080495395]	1 2 3 4 5 6		
8 BELTRAN RAMOS, TRAVIS [111394296]	1 2 3 4 5 6				
<b>CIS No Credit Earned</b>					
6 BIGGS, JASHANE [022097199]	1 2 3 4 5 6				
<b>Illness</b>					
6 Marte, TRAYCE [012197373]	1 2 3 4 5 6	7 Brookington, RIANA CHARESE	1 2 3 4 5 6		
7 HALL, Jonathan [042896292]	1 2 3 4 5 6	7 Lopez, DANIAELA [022896024]	1 2 3 4 5 6		
8 BURCH, Kayla [061495517]	1 2 3 4 5 6	8 BURKE, MARTIN [041395095]	1 2 3 4 5 6		
<b>Suspended</b>					
7 Abemathy, Billy [34548]	1 2 3 4 5 6				
<b>Late/Tardy</b>					
6 BEAVEN, Andrew [51723]	1	7 Jenkins, Kowela [092895670]	1		
8 BATES, Kelvin [010895197]	1				
<b>Unexcused</b>					
6 BROSTROM, BURIM [071797571]	1 2 3 4 5 6	6 Boss, JAN NIKKO [020997371]	1 2 3 4 5 6		



## Pupil Accounting Attendance Procedures

### Reports and Reconciliations (continued)

#### Weekly

**Teacher's Summary of Attendance** At the end of each week all periods must be printed for all teachers to sign and date. These must be collected in the office and checked off received and retained.

Teachers Summary of Attendance			Teachers Summary of Attendance																									
Printed 02/04/2009 09:36			Farb Middle : S 0367A 08/09																									
Teacher: Archer, Anne (250100)			09/01/2008 to 09/26/2008																									
Class: 1550.4-1 ENGL/LIT 6TH																												
Term: All Semesters, Period: 1, Cycle: Cycle Day 1, Period: 2, Cycle: Cycle Day 1																												
			Sep tember																									
			* = No Attendance Taken																									
			* *																									
			M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F																									
Student	Ident	Per Abs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Alvarado, RONALD ADAN	100597284	1 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
		2 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Baatz-Ladner, Trevor LEE	051597168	1 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
		2 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
BAYUNGAN, ROSA Jane	36160	1 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
		2 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Bennett, LUKAS R.	072996569	1 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
		2 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
BLACK, JUSTICE R	061597271	1 2	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	A	.	.	.	E	.	.	.	.	.	
		2 1	.	.	.	.	.	.	.	.	.	.	.	.	.	.	A	.	.	.	.	.	T	.	.	.	.	
Bowers, Emily	110697422	1 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
		2 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Cannan, Theodore JAMES	111196443	1 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
		2 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Carr, VERNON DAMONDE	031697204	1 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
		2 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
CEJA, OSCAR A	123196589	1 1	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	U	.	.	.	.	.	.	.	.	.	
		2 2	.	.	.	.	.	.	.	A	.	.	.	.	.	.	U	.	.	.	.	.	.	.	.	.	.	
Cisneros, FRANCISCO RO	051497295	1 1	T	.	.	.	.	.	.	.	E	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	
		2 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	T	.	.	.	.	.	.	.	.	.	
CRAMER, Tara Rae	112196609	1 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
		2 0	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.



# Pupil Accounting Attendance Procedures

## Reports and Reconciliations (continued)

### Required Monthly Reports

**Monthly Accumulative Attendance Report** -- The district requires that this report be signed by the Attendance clerk and Principal and submitted to the District monthly in order to comply with the Education Code section 46305 and 44809.

Print the Monthly Accumulated Attendance Report when the attendance month is complete. Check absences and the percentage of attendance for reasonableness. **Attendance** and the principal will sign and date as certification of your site's attendance percentage. Make a copy of the report to retain at your site, send the original to Pupil Accounting, Ed. Center, Room 3202.

**Monthly Accumulative Daily Attendance Report**  
 Date: 08/17/2005  
 Time: 09:17:36  
 Attendance data calculation period: Annual (07/22/2004 to 07/21/2005)  
 School: Standley Middle School Track Type: Traditional Group by: School Attendance month range:

Attendance Month	1	2	3	4	5	6	7	8	9	10	11	12
Days Taught	19	20	16	15	19	17	20	20	19	19	0	0
<b>SCHOOL: 0325A Standley Middle School</b>												
<b>Regular Grades 4-6</b>												
Grade 6												
Student Count	437	436	434	433	430	434	432					
Potential Days	8,303	8,700	6,844	6,485	8,084	7,378	6,460					
Days Not Attended	731	295	259	338	440	359	274					
Not Enrolled	553	59	31	60	75	75	17					
Absent	178	238	229	279	365	284	257					
Days Enrolled	7,750	8,641	6,813	6,425	8,019	7,303	6,463					
Days Attended	7,572	8,405	6,685	6,157	7,654	7,019	6,206					
Appointed	7,463.00	8,396.00	6,679.00	6,154.00	7,653.00	7,002.00	6,204.00					
Excluded	119.00	9.00	6.00	3.00	1.00	17.00	2.00					
Attend Month ADA	392,263	419,800	417,439	410,267	402,789	411,882	413,600					
Period ADA Contrib	61,595	69,388	55,198	50,860	63,248	57,868	51,273					
% Attended/Enrtd	97.70	97.27	96.70	95.68	95.45	96.11	96.02					
<b>Regular Grades 7-8</b>												
Grade 7												
Student Count	452	450	447	441	438	438	435					
Potential Days	8,588	9,000	7,152	6,615	8,322	7,446	6,525					
Days Not Attended	278	350	342	301	531	419	381					
Not Enrolled	59	56	66	21	75	57	47					
Absent	209	292	276	280	456	362	334					
Days Enrolled	8,519	8,942	7,086	6,594	8,247	7,389	6,478					
Days Attended	8,310	8,650	6,810	6,314	7,791	7,027	6,144					
Appointed	8,163.00	8,643.00	6,807.00	6,312.00	7,786.00	7,025.00	6,144.00					
Excluded	147.00	7.00	3.00	2.00	5.00	2.00	0.00					
Attend Month ADA	429,632	432,150	425,439	420,800	409,789	413,235	409,600					
Period ADA Contrib	67,463	71,430	56,256	52,165	64,347	56,058	50,777					
% Attended/Enrtd	97.55	96.73	96.10	95.75	94.47	95.10	94.84					
Grade 8												
Student Count	437	436	434	431	432	433	430					
Potential Days	8,303	8,721	6,844	6,485	8,708	7,361	6,460					

### Understanding the K-12 Attendance Calendar

It is critical that enrollment and attendance are posted as soon as possible so the activities are reflected in the current accounting period.

Each school month is an accounting period and will contain four weeks. The last day of the fourth week is the Active Enrollment date. On the active enrollment date, Enrollment will print the Zangle Gain and Loss Report and balance with the manual Enter /Leave log. See Enrollment Handbook.

Attendance should follow the above routine for each school month one week after the Active Enrollment date is the date that Attendance will run the Monthly Accumulative Attendance Report for that month. This date is marked with a square on the pupil accounting calendar. This one week timeline allows site staff to continue to verify and post absences.



## Pupil Accounting Attendance Procedures

---

### PUT THE MONTH'S WORK IN AN ENVELOPE

MARK THE ENVELOPE AS BELOW:

# **ZANGLE ATTENDANCE MONTH 1, 2008-09 9/2 – 9/26/2008 (19 DAYS)**

- Include:
1. Weekly Teacher's Summary of Attendance – print weekly with teacher's signature and date on each page. For Secondary Schools it is okay to file separately in date order.
  2. Master Absence Lists – print each day with signature and date on certification line.
  3. Collection Status Report – print each day with signature and date on certification line.
  4. Monthly Accumulative Daily Attendance Report – print monthly as per Pupil Accounting Calendar due dates
  5. Excessive Absence Report- print weekly
  6. Daily Phone Contact List
  7. Notes from parents by date
  8. Tardy logs and slips/Blue slips in date order by type

Optional: ConnectEd autodialer list  
(If used for absence verification documentation)

Each month's work needs to be in an envelope and easily accessible.

Monthly Accumulative Attendance Report – signed copy in a binder or in the envelope.

CIS contracts – must be complete, signed and supporting documentation attached. Please file by ending date.

CIS log – must be complete and should be kept in a binder or separate folder.



## Pupil Accounting Attendance Procedures

---

### Monitoring Student Attendance and the SARB Process

The Attendance Clerk has a very important role in improving both attendance and student learning. Identifying and monitoring students who are developing poor attendance habits enables available resources to be employed before attendance problems escalate out of control.

A positive climate often begins with the school Attendance Clerk. His/her role is critical in identifying poor attendance as he/she begins the relationship with the family regarding attendance. The Attendance Clerk is the one who will first notice that a student has poor attendance. It is important to note that school attendance requires a strong systematic approach that includes the office staff, administrators, teachers, counselors, resource specialists, and district staff. Working as a team provides the student and family the support needed to encourage good attendance and school success.

Under California law (Education Code Section 48200) all children between the ages of six and eighteen are required to be enrolled and in regular attendance at school unless exempt by other provisions of the Education Code or unless excluded, expelled, suspended, or graduated. If a student and his/her family are going to be referred to court because of habitual truancy certain steps and procedures must have been implemented prior to the referral as governed by the State of California, the San Diego County Juvenile Court and the San Diego Unified School District.

Attendance is a priority responsibility of the principal. Their work upholds the expectations of both the district procedures and California law that every effort be made to ensure the welfare and the education of each student. Students chronically absent, whether excused for illness or unexcused and truant, are entitled to a systematic and coordinated effort to correct the underlying problems and thus allow learning to go forward. (SDUSD Administrative Procedure 6150.)

The site Attendance staff is the beginning of the systematic approach to resolving attendance problems. It is he/she who notices persistent attendance problems that need to be referred to the counselor, administrator and the nurse when relevant. He/she verifies the absences and records the reasons. This information is critical in helping a student to attend school on a regular basis.

If a student has persistent truancy problems that cannot be remedied at the school site, the School Attendance Review Board (SARB) is available to provide a coordinated community effort to improve student attendance. SARB is to divert students with school attendance problems from the Juvenile Justice System after all available resources have been exhausted. As outlined by California legislation, SARB is to be considered when all site interventions and solutions have failed.

#### **Attendance Letters**

The district counselor and/or administrator must be notified when a student has a large number of tardies and/or absences. The report should include the dates of absence or tardy, the absence codes and any information on the student or parent. If a student has a large number of illnesses the school nurse needs to be notified and the student should be monitored. The counselor and site staff will use the Attendance Clerk's information to begin appropriate intervention.

The Attendance Clerk keeps detailed, auditable records on each identified student in case the court or state subpoenas the attendance records. The school counselor or administrator must sign attendance letters; the nurse signs the excessive illness letters.

### Monitoring Student Attendance and the SARB Process (continued)

#### Attendance Warning Letter



## **Pupil Accounting Attendance Procedures**

---

The Attendance Warning Letter is a broad warning to the parent/guardian that their child is missing school, is frequently tardy, or has had many illnesses. The Attendance Warning Letter is the only letter that may be used to address tardies (T). This letter may be used throughout the year. All letters are to be signed by either a counselor, administrator or nurse. The Attendance staff should notify teachers and other support staff as appropriate when a student is having attendance problems in order to set up preventative measures.

### **Notification of Truancy Classification**

State law requires schools to classified a student as a Truant if he/she is absent from school without a valid excuse (codes U or Z) or is tardy or absent for more than any 30-minute period during the school day without a valid excuse (code W) on three occasions in one school year or any combination thereof. State law also requires that the student's parent/guardian receive a written notification (Notice of Truancy Classification) outlining the state law and the possible consequences for noncompliance with the law, thus giving the parent due process in case the court becomes involved. The Mandated Cost Unit will send the Notice of Truancy Classification to the parent or guardian of a student upon the student's third (3rd) U, Z, or W or any combination thereof, in any period. Counselors will be notified by Mandated Cost via school mail at least five (5) days before the letters are sent to allow an opportunity for the school staff to review the list of students whose parent/guardian is about to receive a letter. Contact the Mandated Cost Unit for questions about the Notice of Truancy Classification at (619)725-7567.

### **Second Notification of Truancy (Habitual)**

Once a student is reported as truant and is again absent without a valid excuse for three more days or, (a total of 6 U's or Z's) the student shall be reported as a Habitual Truant. A conscientious effort shall be made to hold at least one face to face conference with the parent/guardian and the student to review the student's status, to plan remediation of the problems affecting attendance, and to document this effort. The Second Notification of Truancy may go out after this conference has taken place. This conference is mandated by state law. If a parent refuses to meet with school staff, conscientious efforts to reach this parent must be documented. Student Study Teams (SST's) and School Attendance Review Teams (SART's) are strongly encouraged at this point. They are often the powerful interventions that address the underlying symptoms and help to remediate the attendance problem. The Second Notification of Truancy may be given at these meetings.

### **Nurses Letter**

If a student presents many health problems the school nurse is to be notified by the Attendance Clerk. The nurse may choose to send a Nurse Letter offering his/her assistance to the family while notifying them that their student is missing too much school. If the parent does not respond to the first letter the nurse may send out a Second Notification Letter. This letter affords the parent/guardian due process in that the nurse may use her discretion from that day forth to classify illnesses as unexcused unless there is a medical verification by either a doctor, health clinic, or school nurse.

### **Third Notification of Truancy and Referral to School Attendance Review Board (SARB)**

When all efforts have failed and the student continues to be truant as defined by California Education Code, the Third Notification of Truancy may be sent by the counselor or administrator informing the parent that they and their child are being referred to the School Attendance Review Board (SARB). This referral will include copies of all prior Notifications of Truancy, the nurse's letters if applicable, the dates of parent conferences, and the attendance record. The Referral Packet documents all the attempts made by the site to address the attendance problem. The SARB Referral Packet is to be filled out by the counselor/administrator documenting that all procedures for SARB are in place. The court will not accept a case without the above documentation. A court also encourages information regarding the referred student siblings and their attendance records.

## **Monitoring Student Attendance and the SARB Process (continued)**

### **SARB**



## Pupil Accounting Attendance Procedures

---

Once SARB receives a referral, a SARB Case Manager will be assigned and a hearing will be scheduled. The family will be required to attend a SARB hearing. These hearing panels may be comprised of representatives from the following:

- Referring school site
- San Diego County Probation Department
- San Diego Police Department, Juvenile Division
- San Diego Department of Social Services
- Community-based organizations

At the hearing, additional resources and services may be offered by the SARB panel to the family. SARB requires a certificated staff member, usually a counselor, site administrator, and/or the nurse to attend these hearings to help facilitate the panel suggestions and to continue monitoring and working with the student at the school.

If, after the hearing, the student continues to be truant, the student and their parent/guardian will be referred to the San Diego City Attorney's Office or the San Diego District Attorney's Office, depending on the age of the student. Referrals are made to the City Attorney's Office when the student is under the age of 12; the parent is responsible for the student's attendance. The District Attorney receives referrals for students 12 years or older and the student is held responsible. The judge will mandate further interventions that will support school attendance. At hearings filed against the parent, the judge may order participation in counseling and/or parenting classes. Fines may also be imposed. In juvenile court, the student may be mandated to do community service and the parent and student may receive a fine. Another court appearance will be scheduled at this time for a follow-up. If there still is no improvement the judge may refer the student to Juvenile Hall and the parent/guardian may be further fined. Sanctions and consequences will continue to escalate until the student attends school on a regular basis. During the period that the student awaits his/her court date the Attendance Clerk continues to document attendance and the site continues to encourage school attendance.

The San Diego City Attorney's Office and the San Diego District Attorney's Office require referred cases to have all day U's and Z's, or a combination. Neither court system accepts cases of students with period absences, period trancies, or tardies, T's or W's.

State law, as well as the City Attorney's Office and the District Attorney's Office, require interventions by both schools and SARB, including a face-to-face conference. Each letter must be spaced so that interventions can be employed. If either court system determines interventions insufficient, the case will be rejected.

Special education students can be referred to SARB. The Individual Education Plan must be current. The IEP team needs to determine that poor attendance is not due to his/her disability.

For any questions regarding the SARB process call the SARB office at # 858-490-8687.