



**SAN DIEGO UNIFIED SCHOOL DISTRICT  
PUPIL ACCOUNTING DEPARTMENT  
SATURDAY SCHOOL RULES**

**THE FOLLOWING ARE EDUCATION CODE REQUIREMENTS FOR PUPILS TO QUALIFY FOR SATURDAY SCHOOL TO MAKE UP ABSENCES:**

1. Attendance is voluntary except for a pupil defined as truant.
2. A truant may be required to attend Saturday School.
3. A suspension may not be made up at Saturday School.
4. All Saturday School classes must be staffed by a certificated instructor and have a maximum of 20 pupils per class. Any certificated principal or V.P. assisting with a class can sign off as a teacher so that you may have 40 pupils in that class.
5. All Saturday School class attendance rosters should have names of pupils attending written in alphabetical order by last name including dates being made up and reason for assignment to Saturday School. You may use the Saturday School roster in excel.
6. You can make up full day absence codes A, B, E, G, I, M, P, R, U, X and Z, but **not S** (suspension). In Zangle, a full day absence must be changed to a K code to indicate an all day absence has been cleared.

<b>Student Name</b>	<b>Absence date being made up</b>	<b>Code being changed</b>	<b>Number of hours</b>
Smith, Bill	11/1/07	E	4

7. Four (4) tardy codes can be cleared if a student is going to Saturday school for excessive tardies. But, the site can **also** claim a full day absence to recoup ADA for the school. Saturday School can clear up to 4 tardies and/or 1 full day absence as in this example below.

<b>Student Name</b>	<b>Absence dates being made up</b>	<b>Codes being changed</b>	<b>Number of hours</b>
Smith, Bill	11/1/07,12/2/07, 12/15/07, 1/5/08	E – 11/1/07 Tardies 12/2,12/15,1/5/08	4

8. **No ADA recouped in example below.** If the student does not have a full day of absence to clear, then there is no reimbursement for this student. Only clear 1 Day for each Saturday school make-up!  
Do not clear period unverified “A” absence codes. Raw absence “A” codes need to be verified and cleared independently. Do not use a Saturday School to clean up the site attendance!

**INCORRECT USE**

<del>Student Name</del>	<del>Absence dates being made up</del>	<del>Codes being changed</del>	<del>Number of hours/periods</del>
<del>Smith, Bill</del>	<del>11/1/07, 11/2/07, 11/5/07, 12/5/07</del>	<del>A, A, A, A</del>	<del>Period 1, period 3, period 3, period 4</del>

9. A Saturday School class must meet the minimum day requirement (4 hours).
10. A Saturday school class must consist of instruction offered during the regular school week (example: assignment to campus cleanup is not acceptable to make up any absence).
11. No absences occurring after the P-2 ADA state reporting date may be used for the purpose of recovering lost ADA or recovering expenses for operating a Saturday School class. Please select an absence on a date occurring on or before the P-2 date (March 20, 2009) on the Pupil Accounting Attendance Calendar in order to recoup ADA.
12. Schools will be reimbursed for expenses if they recoup enough ADA to offset the costs. Ask your assigned budget analyst for more information.
13. **Sign and send the Saturday School Attendance Rosters and the Saturday School Reimbursement Form to Pupil Accounting, Ed. Center, Room 3202.**
14. Saturday School Reimbursement Forms need to be submitted in a timely manner. Pupil Accounting must have time to process the forms and contact the site for information if we have any questions or corrections. Do not send in your whole year at the end of the year as you may not be reimbursed if there are errors.
15. Charter schools cannot do Saturday School to recoup ADA. Charter schools can run a supplemental hourly program on weekend days. Contact Deanna Slieff in Pupil Accounting for more information at 619-725-7576.
16. Refer questions to Isela Young in Pupil Accounting at 619-725-7577.