



San Diego Unified School District

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FINANCIAL OPERATIONS DIVISION
Pupil Accounting Unit
Dee Slieff
Pupil Accounting Specialist II

MEMORANDUM

TO: Principal and Attendance Personnel

FROM: Dee Slieff, Pupil Accounting Specialist II

DATE: August 7, 2008

SUBJECT: ZANGLE ATTENDANCE DAILY PROCEDURES AND RECORD RETENTION

The major portion of the District's revenue comes from the State, based on the District's Average Daily Attendance (ADA) derived from the attendance data maintained at the site. The State requires retention of attendance and enrollment documentation records that support the ADA claimed by the District. The following table summarizes the **Attendance** procedures that must be followed to comply with the State's requirements:

Report	Page	Purpose of report	Print how often?		
			Daily	Weekly	Monthly
*Substitute Rosters	Page 29	*For visiting teachers.	Visiting teacher must sign and date.		
Master Absence list	Page 33	To list all of the attendance entered for a particular day.	Designated staff must sign daily.		
Phone Contact List	Page 32	To clear unverified absences and document phone calls.	Designated staff must sign daily		
Collection Status	Page 31	To determine which teachers did not post attendance. Submit to principal for signature if any teacher's name appears.	Administrator must sign daily if teachers are listed.		
Teachers Summary of Attendance	Page 34	For teacher's verification of attendance.		Teachers must verify, sign, date and return to the office ASAP. CCR, section 401.c	
Monthly Accumulative Daily Attendance Report	Page 35	To calculate ADA and attendance at the end of the month.			Principal and clerk must sign, date, copy and submit original to Pupil Accting Rm 3202

NOTE: All page references are for the Zangle Attendance Handbook.

August 7, 2008

The following explains the **Attendance** procedures summarized above:

- Print all Teacher Summary of Attendance rosters weekly, and distribute to teachers for signature and date within 5 days of the attendance period. Rosters must be returned to the office for record retention.
- Maintain a weekly list to check off that all rosters have been collected.
- When there is a substitute teacher, or a reason that a teacher cannot do online attendance for the day, a designated office staff member must go into the Zangle system and mark the attendance for the teacher. **The “Attendance Taken” box must be checked so that the collection status report will accurately indicate that the teacher’s classroom attendance has been taken.**
- A collection status report must be printed daily, reviewed by the principal, signed, dated and retained on file to support ADA documentation.
- The Master Absence List should be printed daily, signed and dated by the principal or designated staff and retained in the office.
- The Monthly Accumulative Attendance Report (MAAR) should be printed one week after the Active Enrollment date on the Pupil Accounting calendar. To run the report in the Zangle system, go to State Reporting on the opening menu, select Monthly Accumulative Attendance Report. Please make certain to select the correct options, paying careful attention to the following: Attendance Month Range (only the ending month should be changed), and Track Type (the default is Traditional, change to Single Track if necessary.)

All the above mentioned reports, and all other attendance and enrollment records must be kept at the school site for 4 years. All records should be retained by attendance month and kept in a secured location to prevent unintentional destruction. If records are boxed, then boxes must be clearly marked with the specific attendance year and kept in the office.

All new Attendance personnel need to attend Zangle training and should call Pupil Accounting for training on attendance procedures. If you have any questions, please call Pupil Accounting at (619) 725-7575.