

ADMINISTRATIVE CIRCULAR NO. 64

Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 22, 2019

To: All Middle and High School Principals

Subject: ATTENDANCE PROCEDURES FOR FINAL DAYS:
JUNE 7, 10, and 11, 2019 (TRADITIONAL)
JULY 17, 18, and 19, 2019 (YEAR ROUND)

**Department and/or
Persons Concerned:** All Middle and High School Principals

Due Date: June 1, 2019

Reference: None

Action Requested: Submit your schedule for the final three days of the school year to Pupil Accounting by the due date.

Brief Explanation:

This procedure is designed to ensure all students are accounted for in accordance with the Education Code and district procedures for the final three days of the school year. [*Please note this does not apply to independent study programs.*] **Wednesday June 1, 2019, is the due date for submitting your schedule for the final three days.**

Schools without Block Schedules

Secondary sites with schedules for the final three days that do not include block days or the modification of their regular schedule should take attendance for all students on a period-by-period basis as usual. Secondary schools with promotional exercises on the final day must offer and document attendance for students that are being promoted or graduating for a minimum of 240 minutes. A list of students participating in a promotional exercise and signed by a certificated supervisor must be maintained at the school site along with the signed PowerTeacher Attendance Report for June 11, 2019 (traditional) or July 19, 2018 (year round).

Schools with Block Schedules

Secondary sites utilizing a block schedule that eliminates one or more regular classroom periods for the final three days of the school year must follow the procedures outlined below to ensure that all students are properly accounted for and the appropriate documentation is on file at the school site.

1. Classroom teachers will mark attendance for only those periods that meet during the day. For example, if only Periods 1 and 4 meet on that day, only those teachers that have Periods 1 and 4 classes would report attendance.

- 2. Attendance staff should limit running the PowerTeacher Attendance Report for only the periods that are scheduled to meet on that day rather than running the entire school.** The Attendance staff must also “fill in” all remaining periods as “absent” for only those students that have been reported absent by a teacher or a parent on that day.

Senior Week Activities

Teachers with mixed grade level classes should mark the appropriate attendance for underclassmen while not marking any attendance for senior students.

Certificated staff members supervising non-classroom Senior Week Activities must record the names of those students that attended the event. A highlighted name on an alpha senior class list produced from PowerSchool is an acceptable system of documentation. A certificated staff member must sign the roster, which needs to include the name of the activity, the starting and ending time, as well as the date, and turn the roster into the Attendance Office.

Attendance Office staff should enter all students that did not attend the senior activity and/or have been called in by a parent or guardian as being absent for the day.

The Master Roster for each Senior Week Activity is to be kept in a separate file along with the principal-signed PowerTeacher Attendance Report for the final three days of school. Do not send these records to the Eugene Brucker Education Center.

Attached is a sample schedule for your convenience. This schedule should be filled out and returned to Pupil Accounting, Attention: Isela Young, Eugene Brucker Education Center, Finance Division, Room 3110, **no later than Wednesday, June 1, 2019 (for both traditional and year-round sites).**

For additional information or questions please contact Isela Young at (619) 725-7577 or iyoung@sandi.net.

Jodie Macalos
Controller

APPROVED:



Debbie Foster
Executive Director, Finance Division

JM:tt

Attachments (2)