



Attendance Accounting for Schools and Districts

Cheri Meadows, Manager
Student Tracking, Health and Transportation Branch
KDE Division of District Support

Topics

- ▶ Daily Attendance – Teachers
- ▶ Daily Attendance – Attendance Clerks
- ▶ Attendance Accounting Practices
 - Entry codes and Re–entry codes
 - Withdrawal codes
 - Sign in/sign out logs
 - Transportation codes
 - No shows
- ▶ Home and Hospital
- ▶ Nontraditional Days

Who is Responsible?

- ▶ **The daily responsibility for recording attendance falls primarily on classroom teachers and attendance clerks.**
- ▶ According to 702 KAR 7:125, the school's records of daily attendance and teacher's monthly attendance reports, daily and class period absentee lists, student entry and exit logs, and Home and Hospital Program Forms shall be the original source of attendance data for all pupils enrolled in the public common schools and shall be verified at the end of each school month.

Teacher Requirements

- ▶ KRS 161.200 requires teachers to keep attendance records, and 702 KAR 7:125 establishes a statewide uniform method of recording pupil attendance
- ▶ Teachers take attendance at the beginning of the school day at all elementary schools.
- ▶ Teachers take period attendance throughout the day at middle and high schools.
- ▶ Teachers use the Kentucky Student Information System (KSIS) to take attendance, as it is the uniform method in Kentucky.

School Requirements

Schools Must:

- ▶ Provide the required amount of instructional time to students (at least 1,062 hours and 170 days).
- ▶ Use state entry, re-entry, exit and state attendance codes properly.
- ▶ Use and record data into the KSIS from the sign-in/sign-out logs.
- ▶ Assign students the proper transportation codes.
- ▶ Track attendance for all students using original source documentation and the KSIS.

Attendance Clerks

This data flows into state education funding (SEEK).

- ▶ E01 – A pupil enrolled for the first time during the current year in either a public or nonpublic school in the United States.
- ▶ E02 – A pupil previously enrolled during the current school year in either a public or nonpublic school in another state not previously enrolled in Kentucky during the current school year.
- ▶ E03 – A pupil enrolling for the first time during the current school year in either a public or nonpublic school, who withdrew as a W24 or a W25 in previous school years.
- ▶ (R codes are used for re-entry when students return.)

Attendance Clerks

- ▶ Most attendance clerks are responsible for entering Withdrawal (W) codes.
- ▶ W codes are used to indicate when a student's enrollment in school is ended.
- ▶ There are many W codes, all are listed in the Pupil Attendance Manual and the KSIS Attendance Data Standards.

Attendance Clerks

- ▶ Attendance clerks are responsible for collecting and maintaining the Sign-in and Sign-out data and entering it into the KSIS.
- ▶ The information (the paper log) is used to verify check-in and check-out times in the KSIS.
- ▶ Typical findings in the attendance audits show that times in the KSIS do not always match.
- ▶ Findings also show a lack of security.

Attendance Clerks

- ▶ Attendance clerks interact the most with transportation (T) code data. They enter the data for new enrollments and check the data for returning students. They also change the data if circumstances change through the school year.
- ▶ State SEEK funding provides an annual **additional** allocation for pupil transportation that is calculated based on how often a student rides the bus, using the T code assigned to each student in the KSIS.
- ▶ Incorrect or missing T codes can lead to incorrect SEEK transportation allocations. It is best to monitor T codes frequently.

Attendance Clerks – No shows

- ▶ A “no show” (NS) enrollment occurs when a student who completed the prior year with a C01 end status is not present for the first attendance day of the current year in the school where enrollment is expected.
- ▶ Do not delete an enrollment for a student in a “no show” situation. Instead, change the E01 entry status to NS: No Show. Enter that day’s date for the end date of the enrollment and an appropriate end status to reflect what is known regarding the student’s circumstances.
- ▶ The only situation when it is appropriate to delete the enrollment is when a student enrolls in a different school in the same district on the first attendance day.

Home and Hospital (HH)

- ▶ KRS 161.200 requires **teachers** to keep attendance records, and 702 KAR 7:125 establishes a statewide uniform method of recording pupil attendance.
- ▶ HH teachers must take attendance for the HH students using a form required by Kentucky regulation (the *uniform method*), that is turned in to the DPP.
- ▶ HH attendance is checked and verified by the DPP.
- ▶ HH attendance is entered into the KSIS by the DPP or his/her designee.

Verify HH Attendance

Path: Ad Hoc Reporting > Data Export > State Published > Audit Home Hospital

The DPP should check the following information on the application and make sure the attendance documentation is complete:

- ▶ Reason for enrollment in the HH program.
- ▶ Dates of enrollment in HH or withdrawal from HH.
- ▶ Verification that the enrollment and withdrawal dates are reasonable and correct.

Verify HH Attendance cont.

The HH Committee meeting must happen prior to enrolling a student in HH.

UNLESS

The ARC committee determines HH is the LRE for the student, in which case the standard process is bypassed. In this case, the DPP uses the information from the student's IEP.

HH Attendance – DPP Role

- ▶ DPP chairs the HH committee.
- ▶ DPP makes sure the right people are at the HH committee meeting.
- ▶ DPP ensures documentation of the three (3) required signatures on the application.
- ▶ DPP verifies that all signatures are in place **before** instruction begins.

Verify HH Attendance cont.

- ▶ Who is **required** to sign the application?
- ▶ Director of Pupil Personnel – DPP
- ▶ HH teacher OR Home instruction program director (the DPP is usually also the program director)
- ▶ Medical professional (if the student is physically ill and unable to attend school).
- ▶ Psychiatrist or psychologist (if the student has mental health issues and is unable to attend school).
- ▶ Other professionals relevant to the application being reviewed (depends on the student).

Nontraditional Days

- ▶ These days are **instructional** and are part of an approved Innovation Plan.
- ▶ Up to 10 nontraditional days are allowed for the use of virtual or other nontraditional means of instruction when school is cancelled because of weather or another emergency.
- ▶ More information:
- ▶ <http://education.ky.gov/school/innov/Pages/default.aspx>

Non-traditional Days

Calendar Setup and Teacher Equivalency

Path: System Administration > Calendar > Calendar > Days in Infinite Campus.

The following setup will need to be completed for each of the Non-Traditional Instructional Days. **Extreme care should be taken when selecting the correct date.**

The setup for a non-traditional instructional day will need to be completed on the Days tab for each schedule structure for this type of calendar event.

Non-traditional days

- ▶ Go to the Days tab.
- ▶ Within the “Day Detail” box the “School Day” check box should remained checked, but both the “Instruction” and “Attendance” checkboxes should be **unchecked**. Within the “Comments” box should be typed “Non-Traditional Instructional Day”. Within the “Day Events” box the “Type” should be set **“E: Teacher Equivalency”**.

Non-traditional days

Day Detail		
Date	Day #	
03/05/2015	Not an instructional day.	
Period Schedule		
REG		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<i>The duration field will be calculated automatically</i>		
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
<input type="text" value="X"/> <input type="text" value="E: Teacher Equivalency"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="button" value="Add DayEvent"/>		

NT Days and T codes

- ▶ Normal attendance on these days would not be represented on the attendance reports, including the SAAR.
- ▶ An *Adjustment* will be made at KDE when the SAAR is processed.
- ▶ No attendance will be reflected and the prior year ADA will be added in as aggregate days present in T-Code NT for each day claimed on the SAAR.

NT Day Event Type

- ▶ KDE will provide guidance on use of the new Non-Traditional Instruction Day event type (NT) when it becomes available in a Campus release.
- ▶ Once the NT day event type is available during this school year, school districts will be able to pick that day type when they have a NT day.
- ▶ The NT days will be monitored and approved by KDE.

Training – Who needs it?

Who takes daily attendance?

Who enters it into the KSIS?

Who enters T code data for students?

Who enrolls and withdraws students?

Who is responsible for sign in and out logs?

Who verifies instructional time?

Who runs the monthly attendance reports?

Who verifies and signs the monthly attendance reports?

Information and Resources

- ▶ KDE Website
- ▶ Pupil Attendance Manual
- ▶ KSIS Data Standards
- ▶ Campus Community
- ▶ Infinite Campus University
- ▶ Regional User Group Meetings
- ▶ Annual KDPP Conference
- ▶ Annual DHC Conference
- ▶ Annual Interchange Conference

KDE Contacts

KDE Division of District Support
Student Tracking, Health and Transportation Branch
(502) 564-5279

Frankfort

- ▶ Cheri Meadows
- ▶ Garnetta Barnette
- ▶ Rodney Bennett
- ▶ Samantha Engstrom
- ▶ Karen Erwin

Field Staff

- ▶ Sheila Harned
- ▶ Scott Rose
- ▶ Ruth Wilkes