

Kentucky Student Information System Procedures for Carryover Expulsions



Kentucky Department of Education
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Carryover Expulsions

In Kentucky when a student is expelled, districts receive an adjustment to the SAAR on record X for any days the student is marked absent. The report checks for any absent days between the start and end date of the expulsion. The behavior record and the expulsion must both be in the same year and same school for this to work.

However, there are a few situations where the behavior event and the expulsion are not in the same calendar.

- A student can be expelled for a year for certain offences. The expulsion most likely will carry over into the next school year.
- A student who is expelled with services and is enrolled in an alternative school in the district for those services.
- A student, who is expelled in one district, moves and enrolls in another district.

In these cases the attendance adjustment will never show up on record X of the SAAR.

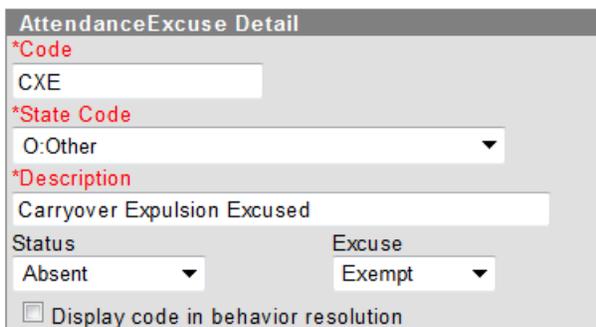
Districts are still entitled to the adjustment. This can be accomplished by using an exempt attendance code. Exempt attendance codes are monitored by KDE field staff. If a district plans to do this, we request that a standard local code be used. The instructions below only need to be used if you have a carryover expulsion.

Setting up the attendance code

Create two new codes CXE and CXU

PATH: System Administration > Attendance > Attendance Codes

Click New.



The screenshot shows a web form titled "AttendanceExcuse Detail". It contains the following fields and options:

- *Code**: A text input field containing "CXE".
- *State Code**: A dropdown menu with "O:Other" selected.
- *Description**: A text input field containing "Carryover Expulsion Excused".
- Status**: A dropdown menu with "Absent" selected.
- Excuse**: A dropdown menu with "Exempt" selected.
- Display code in behavior resolution**

Code: CXE
State Code: O:Other
Description: Carryover Expulsion Excused
Status: Absent
Excuse: Exempt

Click Save

Repeat for the CXU code.

Using the attendance code for expelled without services

If the student is expelled **without** services, the attendance wizard should be used to mark the student absent for the duration of the expulsion using the CXU code.

PATH: Attendance > Attendance Wizard

3. Input Attendance Information and Click Save

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode Check In/Out Batch Check In/Out (Multiple Days) Whole Day

Start Date: 08/06/2014 End Date: 03/10/2015 Attendance Code*: CXU: Carryover Expulsion Unexcused
Status: A Excuse: X State Code: O

Add Attendance Delete Attendance
● Create attendance records for all periods.

Comments:

Records Option Do NOT overwrite existing records
 Overwrite existing records
 Fill Down/Up (Available when either check in only or check out only)

Save

Using the attendance code for expelled with services

If the student is expelled **with** services, use the two codes, CXE and CXU, when taking daily attendance. CXE is used for excused absences and CXU for unexcused absences. It is important to remember that since these codes are mapped to the Excuse Exempt, they will not show up on the Register, KY Day Count or other attendance reports.

If the district decides to track unexcused absences on these reports they must use their other codes mapped to Excuse: Unexcused. The days will count as absent days on record 7 of the SAAR and you will not have an adjustment on record X for the days.

FAQ

Q: What documentation do I need for this exempt absence when we have an attendance review?

A: You need proof of the expulsion; this can be the record on the behavior tab from a prior year or a different school. It could also be the document that was imported when the student transferred in. You also need the board minutes that show the board approved the expulsion.

Q: What if a student transfers to my district that is expelled and we have a policy not to expel students?

A: The district has the option to continue the expulsion or serve the student as they deem appropriate. ([KRS 158.150](#), section 3)

Q: Should I use these codes for all of my expulsions?

A: No, Continue to use absent unexcused or excused codes, if the expulsion is not a carryover.

Q: When will I see adjustments on Record X of the SAAR?

A: Adjustments on record X are generated when a student has a behavior resolution mapped to state behavior codes for Expelled with services or Expelled without services and the absent day at that school is between the start and end date of the resolution. The behavior event and the attendance must be in the same calendar.

Q: Why does it look like my student, with a carryover Expulsion, has perfect attendance on the Register?

A: The attendance codes are mapped to Exempt. Exempt absences do not show on the Register report.

Q: When I run the KY Day Count Report to find my truants, Little Jonny is not on the list. I know he has missed a lot of unexcused days since he was expelled and sent to the Alternative School. Did I do something wrong?

A: If the CXU code was used to mark him absent they will not count as unexcused absences because they are mapped to Exempt. If you want to track the unexcused absences this way you will need to use a different code. However that means you will not get SEEK funding for the day.

Q: Should I make the CXU attendance code have Excuse mapped to Unexcused?

A: No, this code is for tracking attendance when the behavior event did not happen at that school that year. It needs to be Exempt so that the SAAR will not count the student absent for the day marked.

Q: Why do I need to mark any attendance if it is not going to show up on any of my reports?

A: Attendance regulation requires it for tracking purposes.

Q: If I have already used Absent Excused or Absent Unexcused attendance codes for a carryover expulsion is there any way I can still get funding for those days.

A: At any time prior to submitting the SAAR the codes can be changed to CXE or CXU.

Q: If the attendance does not show up on record X, how can I be sure I am getting the correct funding for my student with a carryover expulsion?

A: Create a single student ad hoc, run record 7 of the SAAR with the start and end date of the carryover expulsion. Using the ad hoc that pulls the student. There should be zero days in the days absent part of the report and the days present should equal the number of days in the carryover expulsion.

Q: Do I use the same attendance codes regardless of whether they are expelled with services or without?

A: Students who are expelled without service are to be marked absent unexcused for the duration of the expulsion. If it is a carryover expulsion you would use CXU. CXE would never be used for a student expelled without services.

Students who are expelled with services are to have attendance taken for the services. If the student is absent, attendance would be taken exactly like any other student. However, if you want to get attendance credit for those days you should use the CXE or CXU attendance codes.

Q: Can I use these codes for students in alternative placement who are not expelled?

A: No, these codes can only be used for a student who is expelled and the resolution showing the expulsion is not in the same calendar as the enrollment.