Attendance Review Template 2022-23

*Be sure that the format includes the information listed in the header and the confidentiality statement in the footer when final draft reports are turned in for review.

Instructions for KDE reviewers:

1. Place the discrepancy number after # symbol then delete the # symbol and the brackets, including the number in the brackets
2. Insert the school district name, school name and school year.
3. Delete "[number]" from each discrepancy.
4. No "[number]" appearing before DISCREPANCY means that the discrepancy does not correspond to the checklist but it still presents a problem and needs to be addressed.
5. Retain documentation from the follow up visit and store at KDE Frankfort office, to verify correction of each discrepancy.

BOARD OF EDUCATION
ATTENDANCE REVIEW
(insert year)

Central Office Section

*Please use the list of statutory and regulatory reference hyperlinks to review statutes and regulations referenced in this document.

PLANNING SECTION *Number1-3 on the Attendance Review Program Form are for auditing purposes.

[4] DISCREPANCY # District attendance codes were not properly mapped in Infinite Campus. For example:

Code	State Code	Description	Status	Excuse

Law: KRS 159.035 (4-H/State Fair/EHO/AFD/AFR); KRS 158.070 Section 6 (b) (ATA);
KRS 157.270 (Home Hospital)

Corrective Action: A procedure must be established for reviewing and correcting the attendance code mapping in Infinite Campus.

[5] DISCREPANCY # Student behaviors codes were not properly mapped in Infinite Campus. For example:

Select the applicable suspension code(s):

SSP1 – Expelled, receiving services
SSP2 – Expelled, not receiving services
SSP3 – Out of school suspension

Law: KRS 158.150; KRS 157.320 (1)(b)

Regulation: 702 KAR 7:125, Section 13

Corrective Action: A procedure must be established for reviewing and correcting the behavior code mapping in Infinite Campus.

[6] DISCREPANCY # The Director of Pupil Personnel of **(Local BOE Name)** has not trained school personnel in the proper method of administering attendance procedures at the school level.

Law: KRS 159.140

KDE Recommendation: The Director of Pupil Personnel of **(Local BOE Name)** must train school personnel in the proper method of administering attendance procedures to ensure that required reports are correct.

[6] Discrepancy #   A larger than expected number of employees, including former employees, have unlimited access in Campus with All Tool Rights. **(Path: Ad Hoc Reporting> Data Export> State Published> Audit All Tool Rights)**

Law: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

KDE Recommendation: The school district should end date any former employees who have any rights to Infinite Campus. The school district should limit the number of district employees who have All Tool Rights.

[6] Discrepancy # The district employee(s) tasked with managing and monitoring User rights in Infinite Campus is not identified.

Law: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

KDE Recommendation: The school district must identify and assign and employee to the task of managing and monitoring User rights in Infinite Campus.

CENTRAL OFFICE SECTION

[1] DISCREPANCY # The Growth Factor Report for **(insert current school year)** does not agree with second month aggregate days attendance listed on the KY ADA/ADM Report generated in funding mode for all schools.

School Name	Aggregate Days Attendance on Growth Factor	Aggregate Days Attendance on KY ADA/ADM Report	Difference

Regulation: KRS 157.360; 702 KAR 7:125, Section 8

Corrective Action: The second month aggregate days attendance on the KY ADA/ADM Report generated in funding mode must agree with the Growth Factor Report generated in funding mode. Data must be reviewed and all necessary corrections must be made.

[2] DISCREPANCY # Master bell schedules for all schools are not on file at the central office. Master bell schedules are missing for the following schools:

(Insert names of schools whose master bell schedules are missing.)

Regulation: KRS 157.350 (2)**;** 702 KAR 7:140, Section 6 (3)

Corrective Action: Master bell schedules for all schools must be on file at the central office.

 [3] DISCREPANCY # (Insert County) has enrolled **(Insert #)** nonresident students as children of district employees (CDE), but there is no verification on file showing that a parent or legal guardian is employed by the district.

Law: KRS 157.350

Corrective Action: **(Insert County)** should select the CDE Flag only for **(Insert #)** students who are actually in the

Children of District Employees (CDE) Group.

(Please Note: An FAQ regarding the new children of district employees group is available from the KDE web page: Pupil Attendance Program Documents)

[4] DISCREPANCY # Students having an approved Home and Hospital application have not been placed in the

attendance group. For example:

Student Name	School

Laws: KRS 157.270; KRS 157.360 (13) (a).

Corrective Action: All Home/Hospital records for school year **(insert current school year)** must be reviewed and corrected to reflect accurate attendance records. Districts should place students in the Home/Hospital attendance group to report attendance for students receiving Home/Hospital services.

[4] DISCREPANCY # The district does not have copies of the teacher's Home and Hospital records of student's daily attendance on file (Home and Hospital program form) for students on Home and Hospital; thus no verification can be made that students are receiving the minimum two (2) visits a week with a minimum of one (1) hour of instruction per visit. The following students Home and Hospital Program Forms are not available:

Student Name	H&H Start Date	H&H End Date

Laws: KRS 161.200; KRS 157.270 (IEP)

Regulations: 702 KAR 7:125, Section 1 (4)(d.); 704 KAR 7:150

Corrective Action: All Home and Hospital records for School Year **(insert current school year)** must be reviewed, corrected and maintained at central office to reflect accurate attendance records.

[4] DISCREPANCY # Students on Home and Hospital are not receiving the minimum two (2) visits a week with a minimum of one (1) hour of instruction per visit. For example:

> **(Student Name)** received only one (1) 60 or more minutes of instructional session during the period of **(date to date)**; therefore must be marked absent 2 ½ days during same period.
> **OR**
> **(Student Name)** received one (1) 120 minute or more session during the period of **(date to date)**; therefore must be marked absent 2 ½ days during same period.

Laws: KRS 157.270; KRS 157.360 (13) (a).

Regulations: 702 KAR 7:125, Section 1, (4)(d.); 704 KAR 7:120, Sections 2 and 5

Corrective Action: All Home and Hospital records for School Year **(insert current school year)** must be reviewed and corrected to reflect accurate attendance records.

[4] DISCREPANCY # Teacher's records of daily attendance (KY School Register Report) do not agree with the teacher's written record of visits. For example:

1. **(Insert Name)'**s records indicate that she did not receive education for the period of 09/13/99 - 09/24/99 [insert correct dates]; however, the H/H teacher **[Insert Teacher's name]** records show ten (10) days attendance.
2. **(Insert Name)**'s records indicate that she did not receive education for the period of 10/18/99 - 10/22/99 [insert correct dates]; however, the H/H teacher **[Insert Teacher's Name]** records show five (5) days attendance.
3. **(Insert Name)**'s records indicate that he entered [E2] and exited [W2] home and hospital on same date, **(Insert Date)**; however, the H/H teacher **(Teacher's Name)** record shows five (5) days attendance.

Law: KRS 161.200

Regulations: 704 KAR 7:120, Sections 2 and 5; 702 KAR 7:125, Section 11

Corrective Action: All Home and Hospital records for school year **(insert current school year)** must be reviewed and corrected to reflect accurate attendance records prior to submission of the **(insert current school year)** Superintendent's Annual Attendance Report.

[4] DISCREPANCY # Aggregate days attendance is being submitted for days enrolled in Home and Hospital prior to Home and Hospital Committee approval and students being served.

Regulation: 704 KAR 7:120, Section 2

Corrective Action: All home and hospital attendance records for school year **(insert current school year)** must be reviewed and corrections made. All days submitted in the ADA calculation prior to required signatures must be corrected to show absences.

[4] DISCREPANCY # Aggregate days attendance is being submitted for days enrolled in Home and Hospital prior to doctor's approval. For example:

> Doctor's approval statement was not available for (**Student's name**).
> (**Student's name**) was enrolled in home/hospital before doctor's approval.

Regulation: 704 KAR 7:150, Section 1(3)

Corrective Action: All home and hospital attendance records for school year **(insert current school year)** must be reviewed and corrections made. All days submitted in ADA prior to require signatures must be corrected to show absences.

[5] DISCREPANCY # SEEK At Risk ADM student lunch codes (4103) are not being properly recorded in the Student Information System. (*Path: FRAM>Reports>Eligibility).* For example:

> (**Student name**) has a Free Lunch Code without supporting documentation.

Law: KRS 157.360 (2)

Regulations: 702 KAR 3:270, Section 1 and Section 2 (h.)

Corrective Action: All corrections must be made to reflect the correct lunch status prior to the submission of the Superintendent's Annual Attendance Report.

Note: *Supporting documentation may include the HIF program forms in CEP schools, and can also be the Direct Certification list from the school's Point of Sale (POS) System.*

KDE Recommendation*:* if direct certification appears to be low or non-existent, have food service director check for accuracy of the DC import.

[6] DISCREPANCY #   The local board does not have a policy and procedures for early entry to Kindergarten or Grade 1 for underage students.

Law: KRS 158.030 (3)

***Corrective Action*:** The local board must adopt a policy and procedures for early entry to Kindergarten and Grade 1.

SCHOOL SECTION

[1] DISCREPANCY # The Director of Pupil Personnel of **(Local BOE Name)** has not trained school personnel in the proper method of administering attendance procedures at the school level. (*This finding should be reflected in the central office portion of the audit report*.)

Law: KRS 159.140

KDE Recommendation: The Director of Pupil Personnel of **(Local BOE Name)** must train school personnel in the proper method of administering attendance procedures to ensure that required reports are correct.

[1] DISCREPANCY #   Attendance at **(School Name)** is not checked once per day prior to the start of instruction.

Regulation: 702 KAR 7:125, Section 1 (1).

Corrective Action: Attendance at **(School Name)** must be checked and posted one time each day prior to the start of instruction.

[1] DISCREPANCY #   Attendance at **(School Name)** is not checked each class period.

Regulation: 702 KAR 7:125, Section 1 (1).

Corrective Action: Attendance at **(School Name)** must be checked and documented each class period.

[1] DISCREPANCY #   Attendance at **(School Name)** is checked only in the morning.

Regulation: 702 KAR 7:125, Section 1 (1).

Corrective Action: Attendance at **(School Name)** must be checked each class period.

[1] DISCREPANCY # The Schedule Gap Report reflects errors in the student's schedule. For example:

        (Student) has a schedule gap for the time frame of **(list dates)**.

Law: KRS 161.200 (2).

Corrective Action: Errors on the Schedule Gap Report must be corrected prior to submission of the **(insert current school year)** Superintendent's Annual Attendance Report.

[2] DISCREPANCY # The entry/exit log of **(School Name)** does not have a column for grade or homeroom.

Regulation: 702 KAR 7:125, Section 1 (3).

Corrective Action: The entry/exit log at **(School Name)** must include a column for grade or homeroom.

[2] DISCREPANCY # The entry/exit log at **(School Name)** is not properly maintained and is not complete. All students are not using the entry/exit log when arriving to school late or leaving school early. For example:

Date	Student	Grade/ Homeroom	Source Sign-In	Source Sign-Out	SIS

Regulation: 702 KAR 7:125, Section 1 (3).

Corrective Action: The entry/exit log must be monitored assuring that all information mandated by regulation is included.

[2] DISCREPANCY # The entry/exit log at **(School Name)** is not properly maintained and is not complete. The parent or guardian did not sign out the following students:

Student Name	Date

 Regulation: 702 KAR 7:125, Section 1 (3).

Corrective Action: The entry/exit log for **(School Name)** must be monitored assuring that all information mandated by regulation is included.

[2] DISCREPANCY # The entry/exit log at **(School Name)** is not properly maintained and is not complete. For example:

On **(Insert Date, Student Name)**, grade **(Insert Grade)**, there is no time next to student's signature.

Regulation: 702 KAR 7:125, Section 1 (3).

Corrective Action: The entry/exit log at **(School Name)** must be monitored assuring that all information mandated by regulation is included.

[2] DISCREPANCY # No entry/exit log is available at **(School Name)** from **(date)** through **(date)**.

Regulation: 702 KAR 7:125, Section 1 (3).

Corrective Action: An entry/exit log must be maintained at **(School Name)** for all days during the school year.

[2] DISCREPANCY #   The entry/exit log at **(School Name)** is not properly maintained and is not complete. For example:

Date	Student Name	Grade/ Hmrm	Source Sign-In	Source Sign-Out	KY School Register	Should Be

Regulation: 702 KAR 7:125, Section 1 (3).

Corrective Action: The entry/exit log must be monitored assuring that all information mandated by regulation is included.

[3] DISCREPANCY # The entry/exit logs and absentee lists for **(School Name)** are not being retained for prior year plus current year.

Regulation: 702 KAR 7:125, Section 11 (3).

Corrective Action: The entry logs and absentee lists at **(School Name)** must be retained prior year plus current year.

[3] DISCREPANCY # The entry/exit log at **(School Name)** is not properly maintained and is not complete. For example:
> There were instances of the parent or guardian's signature missing from the entry/exit logs. Also, the entry/exit log is not being monitored to make sure the correct columns are being used to record Sign-Ins and Sign-Outs.

Regulation: 702 KAR 7:125, Section 1 (3).

Corrective Action: The entry/exit log at **(School Name)** must be monitored assuring that all information mandated by regulation is included.

[3] DISCREPANCY # Actual times/dates of sign-in and sign-out as reported on the entry/exit log are not being recorded in the attendance software package.

Date	Student Name	Grade/ Hmrm	Source Sign-In	Source Sign-Out	SIS Sign-In	SIS Sign-Out	Should Be

Regulation: 702 KAR 7:125

Corrective Action: All attendance records for **(insert School Name)** must be reviewed and corrected prior to submission of the **(insert current school year)** Superintendent's Annual Attendance Report.

[4] DISCREPANCY # The school could not produce a schedule of instructional and non-instructional time periods; therefore, it is not possible to determine if the appropriate amount of instructional time is being offered.

Regulation: 702 KAR 7:140, Section 6

Corrective Action: A master bell schedule depicting instructional and non-instructional periods must be created and maintained.

[4] DISCREPANCY # (School Name) has shortened days as approved by the local board of education. The master bell schedule presented by **(School Name)** does not include the schedule for the shortened days.

Regulation: 702 KAR 7:140, Section 6

Corrective Action: The master bell schedule for **(School Name)** must indicate the different instructional time for the shortened days.

[4] DISCREPANCY # (**School Name)** has full day kindergarten; however, **[insert #]** students are allowed to attend

kindergarten for one half day. The master bell schedule presented by **(School Name)** does not include the different

times of instruction for these students. These students are:

　　　(Student Names)

Regulation: 702 KAR 7:140, Section 6 (3).

Corrective Action: The master bell schedule for **(School Name)** must indicate different instructional time for these **(insert number)** students.

[4] DISCREPANCY # The master bell schedule supplied by **(insert School Name)** does not match the schedule

recorded in the attendance software package.

Regulation: 702 KAR 7:140, Section 1 (6).

Corrective Action: The master bell schedule on hand at the school must reflect what the local board has approved and must be reflected in the attendance software package. The master bell schedule as approved by the local board is the schedule by which the school shall operate.

[5] DISCREPANCY # All Virtual courses should be set up without attendance marked. For example:

　　(Name of course) – is a Virtual course marked with attendance

Regulation: 702 KAR 7:125, Section 1 (4) (g).

Corrective Action: Students participating in Virtual courses should be set up without attendance marked.

[5] DISCREPANCY # Students in Virtual courses are not really in off site courses. For example

　　(Name of course) – is marked as a Virtual course in the KSIS, but occurs at the school site

Regulation: 702 KAR 7:125, Section 1 (4) (g).

Corrective Action: Only students in *off site* Virtual courses may be marked as Virtual.

[6] DISCREPANCY # All Performance Based courses should be set up without attendance marked.

For example:

(Name of course) – is a Performance Based course marked with attendance

Regulation: 702 KAR 7:125, Section 1 (4) (g).

Corrective Action: Students participating in performance-based courses should be in a course without attendance.

[7] DISCREPANCY # The KY School Register Reports and ADA/ADM Reports do not reconcile for **(month) (grade)**.

Law: KRS 158.070; KRS 161.200 (2).

Corrective Action: School Register Report and ADA/ADM Report totals must be reconciled monthly. All corrections must be made prior to the submission of the **(insert current school year)** Superintendent's Annual Attendance Report.

[7] DISCREPANCY # The montly School Register Reports are not signed.

Law: KRS 158.070; KRS 161.200 (2).

Corrective Action: Certified staff must verify and sign all KY School Register Reports.

[7] DISCREPANCY # The montly ADA/ADM Reports are not signed.

Law: KRS 158.070; KRS 161.200 (2).

Corrective Action: Certified staff must verify and sign all ADA/ADM Reports.

[8] DISCREPANCY # All students that are receiving special transportation services **and** have an Individual Education

Plan (IEP) are not coded T5. For example:

    (Student Names)

Regulation: 702 KAR 5:100, Section (1)

Law: KRS 157.200 (1).

Corrective Action: Records must be changed and the proper transportation code used. All corrections must be made prior to submission of the **(insert current school year)** Superintendent's Annual Attendance Report.

[8] DISCREPANCY # All students coded T5 are not eligible for that code per their Individual Education Plan (IEP). For example:
    (Student Name); IEP does not require special transportation.
    (Student Name); IEP does not require special transportation.
    (Student Name); IEP does not require special transportation.

Regulation: 702 KAR 5:100, Section (1).

Law: KRS 157.200 (1)

Corrective Action: Records must be changed and the proper transportation code used. All corrections must be made prior to submission of the **(insert current school year)** Superintendent's Annual Attendance Report.

[8] DISCREPANCY #   The district is not maintaining adequate pupil transportation documentation to verify that transportation codes are properly assigned to students in the Student Information System.

Regulation: 702 KAR 5:010, Sections 4 and 5.

Corrective Action: District must maintain pupil transportation documentation that verifies transportation codes are properly assigned to students in the Student Information System.

OR

[8] DISCREPANCY #   The district uses online registration, but does not have a process in place to verify that transportation codes are properly assigned to students in the Student Information System.

Regulation: 702 KAR 5:010, Sections 4 and 5.

Corrective Action: District must have a process in place to that verify that transportation codes are properly assigned to students in the Student Information System.

[8] DISCREPANCY #   Transportation codes are not verified twice a year.

Law: KRS 157.370

Corrective Action: **(insert school name)** should verify transportation codes twice each school year.

[8] DISCREPANCY #   Transportation codes are not changed in the student information system when the district is notified that students will no longer be riding the school bus and the students received their driver's licenses and school issued parking permits.

Law: KRS 157.370

KDE Recommendation: Transportation codes should be verified twice a year for accuracy.
Corrective Action: Transportation codes for students must be changed to NT when the district confirms that the student will no longer be a bus rider.

[8] DISCREPANCY # The district is not maintaining adequate pupil transportation documentation to verify that pupil transportation codes were properly assigned to students in the student information system. We found no conclusive documentation indicating how often each child rides the bus and/or the distance each child rides daily.

Law: KRS 157.370

Regulation: 702 KAR 5:010 Sections 4 and 5.

Corrective Action: The district should direct school staff to maintain pupil transportation documentation that verifies pupil transportation codes were properly assigned to students in the student information system. Documentation for how often the students generally are riding the district buses should be specifically addressed and retained at each school.

[9] DISCREPANCY # Withdrawal codes are not being properly entered on KY School Register Report.

Student	Date	W/D Code	Should Be	Documentation

Law: KRS 159.170

Regulation: 702 KAR 7:125, Section 12 (9-29)

Corrective Action: Proper withdrawal codes must be used when withdrawing students. A copy of student withdrawal records must be kept on file at the school.

[9] DISCREPANCY # Copies of student withdrawal information are not being maintained at the school.

Student	Date	W/D Code	Should Be	Documentation

Law: KRS 161.200 (2).

Regulation: 702 KAR 7:125, Section 16 (2)

Corrective Action: A copy of student withdrawal records must be maintained at the school.

[9] DISCREPANCY # The school is not maintaining documentation for students that withdraw from the district.

Student	Date	W/D Code	Should Be	Documentation

Law: KRS 159.170 and KRS 161.200 (2).

Regulation: 702 KAR 7:125, Section 16 (2)

Corrective Action: Documentation of student withdrawal records must be maintained at the school.

[10] DISCREPANCY # There is no documentation on file to substantiate that parents or legal guardians have been notified in writing of their child's suspension. For example:

(Student Name) was suspended on **(insert date)**; a letter could not be produced.

Law: KRS 158.150 (6)

Corrective Action: Copies of written notification of suspensions (letters) to the parent/legal guardian must be maintained at the school.

[11] DISCREPANCY # Documentation on file for students taking EHO (Educational Enhancement Opportunities) days does not match the student information system attendance records.

Student	Date(s) of EHO

Laws: KRS 159.035 (2)

Corrective Action: Documentation on file for students taking an EHO day should match the Student Information System attendance records.

KDE RECOMMENDATION: KDE recommends that school districts maintain documentation to verify compliance with the statute.

[11] DISCREPANCY # Documentation is not on file for students taking EHO (Educational Enhancement Opportunity) days.

Student	Date(s) of EHO

Laws: KRS 157.320; KRS 159.035 (2)

Corrective Action: Documentation should be on file for students taking an EHO day. If no documentation exists, student must be marked absent**.**

KDE RECOMMENDATION: KDE recommends that school districts maintain documentation to verify compliance with the statute.

[12] DISCREPANCY # Documentation on file for the following students taking AFD (Armed Forces Day) days does not state the absence was related to the students' parent, de facto custodian, or other person with legal custody or control of the students taking leave.

Student	Date(s) of AFD

Laws: KRS 159.035 (3)(a) and KRS 157.320

Corrective Action: Documentation on file for students taking an AFD day must be for the students' parent, *de facto* custodian, or other person with legal custody or control of the student who is called to federal active duty. One day

may be taken for deployment and one day for return. If the documentation does not exist, the student must be marked absent**.**

KDE RECOMMENDATION: KDE recommends that school districts maintain documentation to verify compliance with the statute.

[13] DISCREPANCY # Documentation is not on file for students taking AFR (Armed Forces Rest and Recuperation Day) days.

Student	Date(s) of AFR

Laws: KRS 159.035 (3)(a) and KRS 157.320

Corrective Action: Documentation should be on file for students taking an AFR day. If no documentation exists, student must be marked absent**.**

KDE RECOMMENDATION: KDE recommends that school districts maintain documentation for AFR days to verify compliance with the statute.

[13] DISCREPANCY # Documentation on file for the following students taking AFR (Armed Forces Rest and Relaxation) days does not state the absence was related to the students' parent, de facto custodian, or other person with legal custody or control of the students taking leave.

Student	Date(s) of AFR

Laws: KRS 159.035 (3)(a) and KRS 157.320

Corrective Action: Documentation on file for students taking an AFR day must be for the students' parent, *de facto* custodian, or other person with legal custody or control of the student who is called to federal active duty. If the documentation does not exist, the student must be marked absent**.**

KDE RECOMMENDATION: KDE recommends that school districts maintain documentation to verify compliance with the statute.

[14] DISCREPANCY # Student has a Partial Day and is marked for full funding, but does not have an IEP. For example:

    (Student name) has a Partial Day marked for full funding, but does not have an IEP.

Laws: KRS 157.320(1); 702 KAR 7:125

Corrective Action: Only students with an IEP may have a Partial Day with full funding. If documentation does not support a Partial day, the student must be marked absent for the portion of the day they did not attend.

[14] DISCREPANCY # Student was enrolled in a Partial Day with full funding that is prior to the date that Partial Day instruction started, but the need for Partial Day is not documented in the IEP:

> **(Student name)** has a Partial Day schedule, but there is no supporting documentation to show when the Partial day was approved for the student.

Laws: KRS 157.320(1); 702 KAR 7:125

Corrective Action: If documentation does not show prior approval, the student must be marked absent for the portion of the day they did not attend.

[14] DISCREPANCY # Student has a Partial Week with full funding, but does not have an IEP. For example:

> **(Student name)** has a Partial Week marked for full funding, but does not have an IEP.

Laws: KRS 157.320(1); 702 KAR 7:125

Corrective Action: Only students with an IEP may have a Partial Week with full funding. If documentation does not support a Partial week, the student must be marked absent for the portion of the week they did not attend.

[14] DISCREPANCY # Student was enrolled in a Partial Week with full funding that is prior to the date that Partial Week instruction started, but the need for Partial Week is not documented in the IEP:

> **(Student name)** has a Partial Week schedule, but there is no supporting documentation to show when the Partial Week was approved for the student.

Laws: KRS 157.320(1); 702 KAR 7:125

Corrective Action: If documentation does not show prior approval, the student must be marked absent for the portion of the day they did not attend.

[15] DISCREPANCY # (Student Name) is enrolled in **(School Name**). The student's birthday was entered in the student information system as **(*/**/****)** and it should have been **(*/**/****).**

Regulation: 702 KAR 7:125, Section 7 (1) and (2)

Corrective Action: The student's birthday should be entered correctly in the Student Information System and all underage students for Kindergarten or Grade 1 should be verified by the school district for (1) early entry to Kindergarten based on local board policy, (2) early entry to Grade 1 due with KDE approval for acceleration, prior to submission of the **(insert current school year)** Superintendent's Annual Attendance Report.

[15] DISCREPANCY # (**Student's Name)** is enrolled in Kindergarten in **(Insert School Name)**, but did not turn five (5) years old until on or after <u>August 2</u>. The total aggregate days attendance for this child has not been submitted as an adjustment on the Growth Factor Report and the Superintendent's Annual Attendance Report.

Regulation: 702 KAR 7:125, Section 7 (1) and (2)

Law: KRS 158.030; KRS 158.031

Corrective Action: The total aggregate days attendance for this child must be submitted as an adjustment on the Growth Factor Report and the **(insert current school year)** Superintendent's Annual Attendance Report. The Waiver box in campus must be un-checked for this student.

[15] DISCREPANCY # (**Student's Name)** is enrolled in Grade 1 in **(Insert School Name)**, but did not turn six (6) years old until on or after August 2. The total aggregate days attendance for this child has not been submitted as an adjustment on the Growth Factor Report and the Superintendent's Annual Attendance Report.

Regulation: 702 KAR 7:125, Section 7 (1) and (2)

Law: KRS 158.030; KRS 158.031

Corrective Action: The total aggregate days attendance for this child must be submitted as an adjustment on the Growth Factor Report and the **(insert current school year)** Superintendent's Annual Attendance Report. The Waiver box in campus must be un-checked for this student.

[15] DISCREPANCY # (**Student's Name)** is enrolled in Grade 1 in **(Insert School Name)**, but did not turn six (6) years old until August 2 or after. The school does not have *documentation of KDE approval for accelerated placement* on file for the student's acceleration directly into Grade 1, but the school has used the "Waiver" checkbox and is receiving full attendance credit.

Regulation: 702 KAR 7:125, Section 7 (1) and (2)

Law: KRS 158.030; KRS 158.031

Corrective Action: The total aggregate days attendance for this child must be submitted as an adjustment on the Growth Factor Report and the **(insert current school year)** Superintendent's Annual Attendance Report. The Waiver box in campus must be un-checked for this student.

Note: See application for accelerated placement information on the following web page: Accelerated Placement in Primary

[16] DISCREPANCY # Documentation is not on file from the **(School Name)** students attending a school in an alternative program site where seat time attendance is kept,to document daily attendance.

Law: KRS 161.200 Section 2

Corrective Action: Documentation must be on file from the **(School Name)**, from the alternative program in an alternative program site where seat time attendance is kept to document daily attendance.