# Partial Week/Partial Day

## Full Funding Attendance Tracking



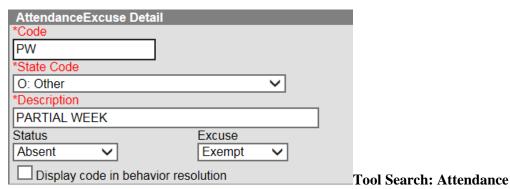
**Dr. Robbie Fletcher, Commissioner Kentucky Department of Education** 

Office of Finance and Operations Division of District Support July 2024

## Full Funding Attendance Tracking

To track attendance for a student with an IEP that states they are only required to attend school for a partial week and receive full funding:

Set up an attendance code of PW: Partial Week as shown in the screenshot below.



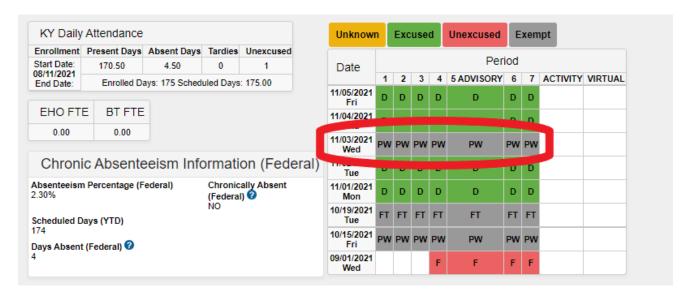
#### **Codes Setup**

In the example below, the student's IEP says the student will come to school Monday, Tuesday, Thursday and Friday. The student should be marked with the Partial Week attendance code for every Wednesday during the effective dates of the IEP. This will prevent the classroom teacher from marking the student absent on Wednesdays when the student isn't expected to be in class.

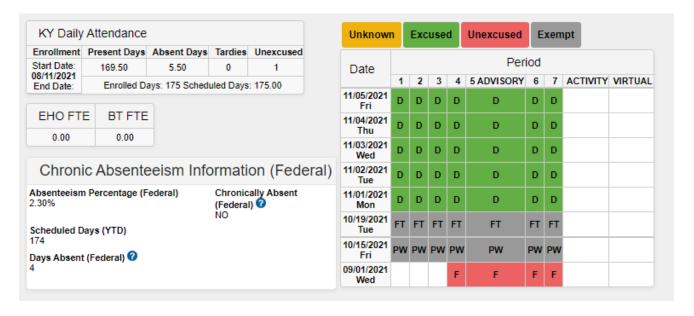


#### **Review the Data**

On a regular basis, weekly or monthly, review the student's attendance to see if adjustments need to be made to the PW days. If the student is absent all week due to illness, the district would not be entitled to any funding for that Wednesday. The partial week attendance code should be changed on that Wednesday to reflect the appropriate code for the student's actual attendance, such as absent excused due to illness.



The student's record should look like this after the correction:



## **Partial Day Attendance Group**

Partial Day Attendance Group (PAR): Students who receive services in multiple schools or multiple districts or students who only attend for a portion of the day

21-22 CENTRAL E	LEMENTARY SCHOO G	rade:03 Start:08/16/2021	
Attendance Group		*Start Date End Date	
PAR:Partial Day		08/23/2021	
Start Time	End Time	Avg Partial Minutes	Percent Enrolled
	12:00 PM	255	58.6%
Instructional Peri	ods: 07:45 AM - 03:00 PN	1	
mondonari cii	003: 01:45 Am - 05:00 1 M	•	

**Partial Day Attendance Group:** If partial day attendance group is selected, additional data is required

**State Date:** Enter the date the student begins partial day attendance

**End Date:** Enter the date partial day attendance ends

Start Time: If student's day starts at a time different from the regular schedule starting period, enter time

End Time: If student's day ends at a time different from the regular schedule ending period, enter time

**Partial Minutes:** If student is placed in a Partial Day Attendance Group and a start/end time is entered, the field is auto populated with the amount of minutes student is in attendance when the record is saved

**Percent Enrolled:** If a student is placed in a Partial Day Attendance Group and a start/end timed is entered, this field is auto populated when the record is saved with the percent of time student is enrolled based on minutes of school day

#### **KDE Contact**

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