School District

_____

Attendance Review Program Form

School Year: 2023-2024

Calendar Type: Traditional   or   Variable

REVIEW GOALS

Attendance Reviews are designed to identify inaccurate data or instances of noncompliance in a school district's system of accumulating and reporting accurate average daily attendance (ADA) statistics. The daily responsibility for recording attendance falls primarily on classroom teachers and attendance clerks. KRS 161.200 requires teachers to keep attendance records, and 702 KAR 7:125 establishes a statewide uniform method of recording pupil attendance. 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.

Attendance reviews are conducted each year on a predetermined number of school districts in the state. All high schools and middle schools are reviewed and one half of the elementary schools in each district are reviewed. (One quarter of the schools in Jefferson and Fayette Counties are reviewed each year.)   A more in-depth attendance audit may be conducted if initial findings identify issues of great concern. District audits are conducted on a five-year rotation schedule.

SCOPE OF THE REVIEW

The attendance review of school districts 'test' helps to determine if schools are adhering to the following requirements:

1. providing the required amount of instructional time to students
2. using state entry, exit and attendance codes properly
3. properly using and recording data from the sign-in/sign-out log
4. assigning students proper transportation codes
5. completing required paperwork prior to placing students on home and hospital services
6. properly tracking attendance for all students using source documentation and the KSIS

An Attendance Review Report is prepared for each attendance review performed. Findings that are noted in the report should be corrected by the school district prior to submission of the Superintendent's Annual Attendance Report (SAAR). Procedures designed to test the validity of reported attendance statistics will be performed during every attendance review. When sampling a school's attendance records, the reviewer will use a random selection technique.

KDE will audit the following areas:

- DPP to provide training for attendance staff in the district.
- All Tool Rights access to Infinite Campus for staff in the district.
- Current board policy on the process for enrollment of underage students.
- Attendance tracking for students who leave the high school Campus to attend a program or other school.
- Alternative documentation process for T-codes in schools that use online registration processes.

Reviewer: _____   Date(s) of Review: _____

PLANNING (KDE) - Pre-Audit

References: KRS 159.035, KRS 158.070, KRS 157.270

Line Items	Description		
1	Review: 1st month _____ 2nd month _____	Notes	
2	Communicate prior to the review in order for the review staff to request IC access and additional documentation.	Done	Not Done
3	Review prior attendance review reports and note any areas that may need additional testing.	Notes	
4	Is mapping of attendance codes consistent with state standards for each school and each calendar? If no, please explain. **(Path: System Administration | Attendance | Attendance Codes)** • 4-H = O: Other = Present = Exempt • Armed Forces Day = AFD = Absent Excuse = Exempt • Armed Forces Rest and Recuperation = AFR = Absent Excuse = Exempt • Athlete Tournament Attendance = ATA = Present = Exempt • Basic Training in the Military = BT = Present = Exempt • College Visit = O: Other = Absent Excuse = Exempt • Educational Enhancement Opportunity = EHO = Absent Excuse = Exempt • Field Trip = O: Other = Present = Exempt • Home Hospital = O: Other = Present Excuse = Exempt • Honor Guard = O: Other = Present = Exempt • In School Suspension = O: Other = Present = Exempt • Suspension = S: Suspended = Absent Excuse = Unexcused • State Fair = O: Other = Absent Excuse = Exempt	Notes	

Line Items	Description		
5	Is mapping of behavior resolution codes consistent with state standards? **(Path: Behavior | Admin | Resolution types)** This is located under District, All Schools, All Calendars • SSP1 – Expelled, receiving services • SSP2 – Expelled, not receiving services • SSP3 – Out of school suspension • *For recommendation purposes only:* **(Path: System Administration | Attendance | Attendance Codes)** under each School.SSP1 – Expelled, receiving services (Other, Absent, Exempt)	Yes	No
		Notes	
6	Is the district closely monitoring employees who have "All Tool Rights" in Infinite Campus? **(Path: Ad Hoc Reporting | Data Export | State Published | Audit All Tool Rights)** • Employee User Rights match their need for particular data. • Prior employees have an end date for their User Rights. • A school district employee is tasked with updating and managing rights in Infinite Campus. (KDE recommends 5 or less users with All Tool Rights per district.)	Yes	No
		Notes	

CENTRAL OFFICE

Attendance Review for 2023-2024

School District Name: _____

Director of Pupil Personnel: _____

Superintendent: _____

Student Attendance Reports/Records Retention – KRS 157.360; 702 KAR 7:125

Section 1

Line Items	Description		
1.7	• Run ADM/ADA Report for School Month 2 in Funding Mode. **(Path: Attendance | Reports | ADM and ADA Detail)** • Run R2 on the Growth Factor for School Month 2. **(Path: KY State Reporting | Growth Factor)**	Notes	
1.8	Compare reports and confirm that totals match.	Yes	No
1.9	Compare the current Record 2 on Growth Factor Report to last year's. If the difference is more than 15%, analyze and confirm accuracy. Detail findings in Notes and Discrepancies and share with Student Tracking Data Branch manager.	Current	Prior
	Notes and Discrepancies:		

Master (Bell) Schedules - KRS 157.350 (2); 702 KAR 7:140, Section 6 (3)

1.10	Review master schedules for all schools in the central office per state laws and regulations and local board approved calendar: • Compare start and end times of the master bell schedules with board approved minutes. • Review that all schools' master schedules are maintained at the board office. • Review board minutes demonstrating that the local board has approved the current year's calendar.	Master Schedules Yes No
		Board Minutes (Schedule) Yes No
		Board Minutes (Calendar) Yes No

Notes and Discrepancies:

Section 2

Nonresident Pupil - KRS 157.350 (4); KRS 158.120

Line Items	Description	
2.11	Generate a list of nonresident students via the "Audit Non-Resident Contract Out of State Report" **(Path: Ad Hoc Reporting | Data Export | State Published | Audit Nonresident Out of State)**	
2.12	• Verify that the enrollment tab reflects that the student resides out of state. • Verify that the student is included in the out of state attendance group.	Yes
		No
2.13	Generate a list of Children of District Employees (CDE) via the "Audit Children of District Employees" ad hoc report. **(Path: Ad Hoc Reporting | Data Export | State Published | Audit Children of District Employees)** Verify that a parent or legal guardian is a district employee. (Only out of district CDE students **who are residents of Kentucky** should appear on this report.)	Yes
		No
Notes and Discrepancies		

Home Hospital (H/H) - KRS 157.270; KRS 157.360 (13) (a); KRS 158.033; KRS 159.030 (2); KRS 161.200; KRS 202A.011; 702 KAR 7:125 (1)(2); 704 KAR 7:150

2.14	Generate a list of students in H/H Attendance Group via the Audit Home Hospital ad hoc report and review Line Items 2.16-2.21 against the source documents **for each student.(Path: Ad Hoc Reporting | Data Export | State Published | Audit Home Hospital)**	
2.15	Parent/legal guardian signature is on the application.	Yes
		No
2.16	A signed statement of a qualified health professional licensed physician, advanced practice registered nurse, psychologist, psychiatrist, chiropractor, or public health officer, that the condition of the child prevents or renders inadvisable attendance at school or application to study. For the complete list please refer to: KRS 202A.011For students with disabilities, the ARC shall be responsible for placement decisions regarding home or hospital instruction in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. secs. 1400 et. seq.	Yes
		No
2.17	Documentation to ensure that the application includes all three (3) required signatures from the Review Committee. The Review Committee shall consist of a local director of pupil personnel, a home or hospital teacher, a home or hospital instructional program director, medical or mental health personnel, and may consist of other professionals relevant to the application being reviewed.	Yes
		No
2.18	Date of enrollment into the Home Hospital Program Enrollment for regular ed students on or after recommended start date. Enrollment for students with an IEP on the date recommended by the Admission and Release Committee (ARC).	Yes
		No

2.19	Verify that H/H students are being served a minimum of two (2) times per five (5) consecutive student days for at least one hour per session, beginning with the date of enrollment in the H/H program.	Yes
	Verify that students are enrolled in the H/H program a minimum of six days.	No
2.20	Do the teacher's H/H program forms agree with the teacher home visits listed in the KSIS?	Yes
		No

Notes and Discrepancies:

At Risk ADM Counts For SEEK - 702 KAR 3:270, Section 2 (h)

Section 3

Line Items	Description		
3.21	Generate the FRAM Eligibility Report. **(Path: FRAM | Reports | Eligibility)**		
3.22	Compare the FRAM Eligibility report with the meal status source documentation (i.e. the Federal Household application with district's approval signature, the state HIF form with the FRAM coordinator's signature, or the Direct Certification Report from the Food Service Director).	Yes	
	Note – KDE recommends that the SEEK At Risk ADM report **(Path: KY State Reporting | KDE Reports | SEEK At Risk ADM)** is run monthly to compare the list of students with a FREE meal status in the KSIS with the students in the FRAM meal eligibility report.	No	

Board Policy on Underage Students KRS 158.030 (3)

Line Items	Description		
3.23	Does the school district have a board policy on the enrollment of underage students in Kindergarten and in Grade 1?	Yes	No
Notes and Discrepancies:			

Central Office Staff: _____

Initial Review Date: _____

Please note which central office staff worked with you on the district report. Also, note with whom you conducted the exit meeting.

KDE Reviewer Signature: _____

Review Completion Date: _____

Follow Up/ Closing Meeting Date: _____

Central Office Staff (Exit Meeting): _____

SCHOOL SECTION

SCHOOL NAME: _____

Attendance Review – School Year 2023-2024

School District Name: _____

Principal Name: _____

School Attendance Staff Name: _____

Student Attendance Processes and Procedures - KRS 161.200 (2); KRS 369.109; 702 KAR 7:125, Sections 1 and 2; KRS 159.140

Section 4

Line Items	Description		
4.24	Has the Director of Pupil Personnel trained or arranged for training during the current school year for attendance personnel in schools in the proper methods of administering pupil attendance procedures including appropriate security and student data entry? *(This information should be recorded in Central Office section of the Report Template.)*	Yes	No
4.25	Determine whether attendance is checked by the teacher once each day prior to the start of instruction for elementary and by class period for middle/high students. **(Attendance | Classroom Monitor)**	Yes	No
4.26	Generate Student Schedule Gaps **(KY State Reporting | KDE Reports | Schedule Gap)** report and verify that there are no student scheduling errors. *Report any gaps to the school's attendance clerk.* *Generate the Student Schedule Gap Report **(KY State Reporting |Edit Reports | Schedule Gap)** to show inactive enrollments for students.*	Number of Students	

Line Items	Description		
4.27	Examine the entry/exit log and determine if the following information is included as required:		
	Date	Yes	No
	Student name	Yes	No
	Time of arrival or departure	Yes	No
	Student grade/homeroom	Yes	No
	Parent/guardian signature for elementary student sign-outs. Electronic signatures are acceptable.	Yes	No
	Notes and Discrepancies:		
4.28	Are entry/exit logs, daily, and class absentee lists retained for prior year plus current year per the Records Retention Schedule?	Yes	No
4.29	The KDE reviewer will make a copy of four (4) randomly selected days from the first two (2) months of the entry/exit log.		
4.30	Generate the "Audit Check In/Check Out ad hoc report" for each corresponding day. **(Path: Ad Hoc Reporting | Data Export | State Published | Audit Check In | Check Out)**		

Line Items	Description	
4.31	Compare the entry/exit logs with the Audit Check In/Check Out ad hoc report to verify compliance.	Yes
		No

Notes and Discrepancies:

Review of Master Bell Schedule – KRS 157.350 (2); KRS 158.070 (1); 702 KAR 7:125, Section 1; 702 KAR 140, Section 6

Section 5

Line Items	Description	
5.32	Compare the master bell schedule to the period schedule in the KSIS. **(Path: System Administration | Calendar | Calendar | Periods)**	Yes
		No
5.33	Identify all instructional and non-instructional time (Master Bell Schedule) (i.e. lunch, passing time that exceeds allowable 5 minutes and any other breaks). Note: Compare the hard copy school period schedule to the Site Based Decision Making council minutes to ensure council approval of the following:	Yes
	- No gaps between periods. - Passing time is included in lunch period. - Anything beyond five minutes of passing time becomes non-instructional minutes.	No
5.34	Determine the amount of instructional minutes in the student day, not to exceed 420 instructional minutes. **(Path: System Administration | Calendar | Calendar | Periods)** **(Path: KY State Reporting | KDE Reports | Calendar Summary)**	Instructional Minutes
5.35	**Traditional Calendar:** Determine if the school has met the minimum requirement for at least 1,062 instructional hours in at least 170 student days. **(Path: KY State Reporting | KDE Reports | Calendar Summary)**	Instructional Hours Student Days

Line Items	Description	Instructional Hours	
	Variable Instructional Calendar: • Determine if the school has met the minimum requirement for at least 1,062 instructional hours. • Start date on or after the third Monday in August. **(Path: KY State Reporting | KDE Reports | Calendar Summary)**	Instructional Hours Start Date	
5.36	Compare the board approved calendar with the student days in the KSIS. **(Path: System Administration | Calendar | Calendar | Days)**	Match	Don't Match
Notes and Discrepancies:			

Attendance for Off-Site Virtual Courses - 702 KAR 7:125, Section 1 (4) (c); 704 KAR 3:305 Section (4) (3)

Section 6

Line Items	Description		
6.37	Determine if any students are currently enrolled in offsite virtual high school courses by generating "Audit Virtual Based Courses ad hoc report." **(Path: Ad Hoc Reporting | Data Export | State Published | Audit Virtual Based Courses)**	Yes	No
6.38	Determine if the Virtual course is taken off campus.	Yes	No
6.39	Verify that the course is NOT marked for attendance. **(Search | Dropdown to Course/Section | Search Course | Course Tab)**	Yes	No
Notes and Discrepancies:			

Attendance for Performance-Based Courses - 702 KAR 7:125, Section 1 (4)(g) and 704 KAR 3:033

Line Items	Description		
6.40	Determine if any students are participating in performance-based courses by generating "Audit Performance Based Courses ad hoc report." **(Path: Ad Hoc Reporting | Data Export | State Published | Audit Performance Based Courses)**	Yes	No
6.41	• Identify the students in Performance Based courses. • Verify that the course is not marked for attendance. • Verify that a school board policy is in place as required by 704 KAR 3:033. (Performance Based Credit) **(Path: Search | Dropdown to Course/Section | Search Course | Course Tab)** (Credit Recovery and Dual Credit courses that are monitored by a fully certified teacher CAN BE marked for attendance)	Marked for Attendance Yes No	
		Board Policy Yes No	

Notes and Discrepancies:

Monitoring Teacher's Record of Daily Attendance (KY School Register Report) - KRS 158.070; KRS 161.200 (2)

Section 7

Line Items	Description		
7.42	School personnel should provide the KY School Register Report and the ADM/ADA Funding Report for months 1 and 2.	Register	ADM/ADA
7.43	Determine whether each is verified, signed and dated monthly by certified school personnel.	Yes	No
7.44	Compare totals on the KY School Register Report with the totals on the ADM/ADA Report for days Absent, Present and Membership.	Match	Don't Match
Notes and Discrepancies:			

Use of Transportation Codes - KRS 157.200 (1); KRS 157.370 (3); 702 KAR 5:100, Section 1; 702 KAR 5:010, Sections 4 and 5

Section 8

Line Items	Description	
8.45	Generate "Audit IEP and T5 Data ad hoc report." **(Path: Ad Hoc Reporting | Data Export | State Published | Audit IEP and T5 Data)**	
8.46	To determine T-5 eligibility, check the IEP Related Services page for the student to verify required special transportation services for each student coded as a T-5.	Yes
		No
Notes and Discrepancies:		

8.47	- Generate the ADM/ADA report in "Detail" mode. - Select test sample of transportation codes from the ADM/ADA report. - Using student Enrollment forms, Transportation forms and/or other transportation documentation from the school, then verify the documentation to determine T code eligibility. *(Note: All new enrollments are defaulted to NT until changed)*	
8.48	Generate "Audit Overlapping T Code report" and verify there are no students with overlapping T codes. **(Path: Ad Hoc Reporting | Data Export | State Published | Audit Overlapping T Codes)**	Yes
		No
8.49	Generate "Audit Missing T Code report" and verify there are no students with missing T codes. **(Path: Ad Hoc Reporting | Data Export | State Published | Audit Missing T Codes)**	Yes
		No
8.50	Generate "Audit End-Dated T Code report" and verify there are no students without an active T-code. **(Path: Ad Hoc Reporting | Data Export | State Published | Audit End-Dated T Codes)**	Yes
		No
8.51	Are T codes verified at the school twice per year?	Yes
		No

Notes and Discrepancies:

Use of Withdrawal Codes - KRS 159.170; KRS 161.200 (2); 702 KAR 7:125, Sections 12

Section 9

Line Items	Description
9.52	Generate the enrollment status report for students with an end status, highlight all withdrawal codes. **(Path: Student Information | Reports | Enrollment Status)**
9.53	• Obtain documentation on students who have withdrawal codes assigned. • Compare the withdrawal code with the documentation. Determine compliance with 702 KAR 7:125, Section 17 and KRS 161.200, Section 2.
Notes and Discrepancies:	

Record of Suspensions   - KRS 158.150 (6)

Section 10

Line Items	Description
10.54	Generate the, "Audit SSP ad hoc report," Suspensions to include all students who have an SSP3 code. **(Path: Ad Hoc Reporting | Data Export | State Published | Audit SSP)**
10.55	Compare the SSP3 code ad hoc report and the suspension documentation from the school to verify compliance with KRS 158.150. (Supporting documentation is generally a letter signed by the school principal or superintendent informing the parent(s) and/or legal guardian(s) of suspension.)
10.56	*KDE Recommendation Only:* Run Safe Schools Report **(KY State Reporting | Safe Schools)**; it provides suspension/attendance dates and/or times that are inconsistent.
Notes and Discrepancies:	

Use of State Attendance Codes

Section 11

Educational Enhancement Opportunity (EHO) - KRS 159.035; KRS 157.320

Line Items	Description	
11.57	Generate the "Audit EHO ad hoc report" Educational Enhancement Opportunity. **(Path: Ad Hoc Reporting | Data Export | State Published> Audit EHO)**	
11.58	Compare the EHO ad hoc report with the EHO days documentation at the school to verify compliance. (Supporting documentation is generally a signature from the principal giving permission to a student for up to ten (10) days to pursue an EHO.)	Yes No
Notes and Discrepancies:		

Armed Forces Day (AFD) - KRS 159.035, Section 3 (a.); KRS 157.320

Line Items	Description		
	Description		
11.59	Generate the "Audit AFD ad hoc report" including all students who have an AFD attendance day code assigned. **(Path: Ad Hoc Reporting | Data Export | State Published | Audit AFD)**	Yes	
		No	
11.60	Compare the AFD ad hoc report with the AFD documentation at the school to verify compliance. Supporting documentation for appropriateness is generally a letter from the parent requesting the student be excused for one (1) day for military deployment of **parent, legal guardian or custodial parent** and one (1) day for return of same.	Yes	
		No	
Notes and Discrepancies:			

Armed Forces Rest & Recuperation Day (AFR) - KRS 159.035, Section 3(a)

Line Items	Description	
11.61	Generate the "Audit AFR ad hoc report." **(Path: Ad Hoc Reporting | Data Export | State Published | Audit AFR)**	
11.62	Compare the AFR ad hoc report with the AFR documentation at the school. (Supporting documentation is generally a letter from the parent requesting to be excused absent up to ten (10) days for parent, legal guardian or custodial parent who is home on visitation when the member is stationed out of the country and is granted rest and recuperation leave.)	Yes No
Notes and Discrepancies:		

Partial Day - 702 KAR 7:125, Section 4

Line Items	Description	
	Description	
11.63	Generate the "Audit Partial Day ad hoc report." **(Path: Ad Hoc Reporting | Data Export | State Published | Audit Partial Day)**	
11.64	Ask school to provide a list of students that are allowed to attend school for less than full time.	Yes
		No
11.65	Compare the Partial Day ad hoc report with supporting documentation from school to verify compliance. Supporting documentation is in an IEP and listed in the local board minutes. Approval should be given prior to the day(s) of entry into the partial day attendance group. Note: If a local board places a student on Partial Day without an accompanying IEP, inform the Student Tracking Data Branch.	Yes
		No
11.66	Ensure that the "Fully Funded" checkbox is selected in the Enrollment tab for students with an active IEP.	Yes
		No
Notes and Discrepancies:		

Partial Week – 702 KAR 7:125; 704 KAR 7:120, Section 1

Line Items	Description	
11.67	Generate the "Audit Partial Week ad hoc report." **(Path: Ad Hoc Reporting | Data Export | State Published | Audit PW Attendance)** (PW = Partial Week)	
11.68	Ask school to provide a list of students that are allowed to attend school for less than full time.	Yes
		No
11.69	Compare the Audit Partial Week Attendance ad hoc report with supporting documentation from school to verify compliance. (Supporting documentation is in an IEP and listed in the local board minutes)	Yes
		No
11.70	Ensure that the "Fully Funded" checkbox is selected in the Enrollment tab for students with an active IEP.	Yes
		No
Notes and Discrepancies:		

Section 12

Overage/Underage Exceptions - KRS 158.030 (3)

Line Items	Description	
	Description	
12.71	Generate the R9 Report on the SAAR. **(Path: KY State Reporting | SAAR Report)**	
12.72	Determine if there is documentation on file if the student: (1) previously enrolled in an accredited public school in another state, (2) KDE approved for an accelerated placement to Grade 1, or (3) an early admission to Kindergarten based on local school board policy. See accelerated placement information here.	Yes No
Notes and Discrepancies:		

Section 13

Tracking Student Attendance in an alternative educational programs/schools - KRS 161.200, Section 2

Line Items	Description		
13.73	Determine if students are leaving campus for the purpose of attending educational programs/schools. (ATC/CTC)	Yes	No
13.74	Determine if there is a process for taking attendance and review documentation to substantiate attendance.	Yes	No
13.75	Review a copy of attendance from the KTS Data Exchange.		
Notes and Discrepancies:			

KDE Reviewer Signature: _____   Date: _____