

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 27, 2015

To: All Middle/Jr. High and High School Principals

Subject: ATTENDANCE PROCEDURES FOR FINAL DAYS:
JUNE 11, 12, and 15, 2015 (TRADITIONAL)
JULY 17, 20, and 21, 2015 (YEAR ROUND)

**Department and/or
Persons Concerned:** All Middle/Jr. High and High School Principals

Reference: None

Brief Explanation:

This procedure is designed to ensure all students are accounted for in accordance with the Education Code and district procedures for the final three days of the school year. *[Please note this does not apply to independent study programs.]* **The due date for submitting your schedule for the final three days is Friday, May 29, 2015.**

Schools without Block Schedules

Secondary sites with schedules for the final three days that do not include block days or the modification of their regular schedule should take attendance for all students on a period-by-period basis as usual. Secondary schools with promotional exercises on the final day must offer and document attendance for students that are being promoted or graduating for a minimum of 240 minutes. A list of students participating in a promotional exercise and signed by a certificated supervisor must be maintained at the school site along with the signed PowerTeacher Attendance Report for June 15, 2015 (traditional) or July 21, 2015 (year round).

Schools with Block Schedules

Secondary sites utilizing a block schedule that eliminates one or more regular classroom periods for the final three days of the school year must follow the procedures outlined below to ensure that all students are properly accounted for and the appropriate documentation is on file at the school site.

1. Classroom teachers will mark attendance for only those periods that meet during the day. For example, if only Periods 1 and 4 meet on that day, only those teachers that have Periods 1 and 4 classes would report attendance.
2. **Attendance staff should limit running the PowerTeacher Attendance Report for only the periods that are scheduled to meet on that day rather than running the entire school.** The Attendance staff must also “fill in” all remaining periods as “absent” for only those students that have been reported absent by a teacher or a parent on that day.

“Senior Week” Activities

Teachers with mixed grade level classes should mark the appropriate attendance for underclassmen while not marking any attendance for senior students.

Certificated staff members supervising non-classroom Senior Week Activities must record the names of those students that attended the event. A highlighted name on an alpha senior class list produced from PowerSchool is an acceptable system of documentation. A certificated staff member must sign the roster, which needs to include the name of the activity, the starting and ending time, as well as the date, and turn the roster into the Attendance Office.

Attendance Office staff should enter all students that did not attend the senior activity and/or have been called in by a parent or guardian as being absent for the day.

The Master Roster for each Senior Week Activity is to be kept in a separate file along with the principal-signed PowerTeacher Attendance Report for the final three days of school. Do not send these records to the Education Center.

Attached is a sample schedule for both traditional and year round for your convenience. This schedule should be filled out and returned to Pupil Accounting, Attention: Isela Young, Education Center, Finance Division, Room 3150, **no later than Friday, May 29, 2015 (for both traditional and year-round sites)**. Questions regarding these instructions should be directed to Isela Young at (619) 725-7577 or iyoung@sandi.net.

Jodie Macalos
Controller

APPROVED:



Jenny Salkeld
Chief Financial Officer

JS:vb

Attachments

San Diego Unified School District
 2014-2015 School Name:
 Senior Activity Days June 11, 12 & 15, 2015

E-mail this report to iyoung@sandi.net or fax to Pupil Accounting at 619-725-7580.
 Questions or concerns call Isela - 619-725-7577

Thursday, June 11	Friday, June 12	Monday, June 15
Activity: Time in Minutes: Time: Responsible for Attendance:	Activity: Time in Minutes: Time: Responsible for Attendance:	Activity: Time in Minutes: Time: Responsible for Attendance:
Activity: Time in Minutes: Time: Responsible for Attendance: Total Minutes:	Activity: Time in Minutes: Time: Responsible for Attendance: Total Minutes:	Activity: Time in Minutes: Time: Responsible for Attendance: Total Minutes:

San Diego Unified School District

EXAMPLE

2014-2015 School Name:

Senior Activity Days June 11, 12 & 15, 2015

E-mail this report to iyoung@sandi.net or fax to Pupil Accounting at 619-725-7580.

Questions or concerns call Isela - 619-725-7577

Wednesday, June 11	Thursday June 12	Friday, June 15
<p>Activity: Grad Night</p> <p>Time in Minutes: 120 Time: 8:05-10:05AM</p> <p>Responsible for Attendance: Robert Robinson, Senior Class Advisor</p>	<p>Activity: Senior Class Picnic</p> <p>Time in Minutes: 165 Time: 10:30AM-1:15PM</p> <p>Responsible for Attendance: Robert Robinson, Senior Class Advisor</p>	<p>Activity: Pre-Grad Walk Through</p> <p>Time in Minutes: 60 Time: 2:00-3:00PM</p> <p>Responsible for Attendance: Robert Robinson, Senior Class Advisor</p>
<p>Activity: Cap</p> <p>Time in Minutes: 120 Time: 1:30-3:30PM</p> <p>Responsible for Attendance: Robert Robinson, Senior Class Advisor</p>	<p>Activity: Graduation Rehearsal</p> <p>Time in Minutes: 120 Time: 1:30-3:30PM</p> <p>Responsible for Attendance: Robert Robinson, Senior Class Advisor</p>	<p>Activity: Graduation</p> <p>Time in Minutes: 180 Time: 3:00-6:00PM</p> <p>Responsible for Attendance: Robert Robinson, Senior Class Advisor</p>
<p>Total Minutes: 240</p>	<p>Total Minutes: 285</p>	<p>Total Minutes: 240</p>

San Diego Unified School District
 2014-2015 School Name:
 Senior Activity Days July 17, 20 & 21, 2015

E-mail this report to iyoung@sandi.net or fax to Pupil Accounting at 619-725-7580.
 Questions or concerns call Isela - 619-725-7577

Thursday, July 17	Friday, July 20	Monday, July 21
Activity: Time in Minutes: Time: Responsible for Attendance:	Activity: Time in Minutes: Time: Responsible for Attendance:	Activity: Time in Minutes: Time: Responsible for Attendance:
Activity: Time in Minutes: Time: Responsible for Attendance: Total Minutes:	Activity: Time in Minutes: Time: Responsible for Attendance: Total Minutes:	Activity: Time in Minutes: Time: Responsible for Attendance: Total Minutes:

San Diego Unified School District

2014-2015 School Name:

Senior Activity Days July 17, 20 & 21, 2015

EXAMPLEE-mail this report to iyoung@sandi.net or fax to Pupil Accounting at 619-725-7580.

Questions or concerns call Isela - 619-725-7577

Thursday, July 17	Friday, July 20	Monday, July 21
Activity: Grad Night Time in Minutes: 120 Time: 8:05-10:05AM Responsible for Attendance: Robert Robinson, Senior Class Advisor	Activity: Senior Class Picnic Time in Minutes: 165 Time: 10:30AM-1:15PM Responsible for Attendance: Robert Robinson, Senior Class Advisor	Activity: Pre-Grad Walk Through Time in Minutes: 60 Time: 2:00-3:00PM Responsible for Attendance: Robert Robinson, Senior Class Advisor
Activity: Cap and Gown Distribution Time in Minutes: 120 Time: 1:30-3:30PM Responsible for Attendance: Robert Robinson, Senior Class Advisor	Activity: Graduation Rehearsal Time in Minutes: 120 Time: 1:30-3:30PM Responsible for Attendance: Robert Robinson, Senior Class Advisor	Activity: Graduation Time in Minutes: 180 Time: 3:00-6:00PM Responsible for Attendance: Robert Robinson, Senior Class Advisor
Total Minutes: 240	Total Minutes: 285	Total Minutes: 240