




BULLETIN

SUBJECT: Monthly Close Out Of Attendance Calendar **2014-15 NO. BS-23**

TO: K-12 Principals, Office Managers and Attendance Clerks

DATE: September 22, 2014

PREPARED BY: Michael Smith, Interim Director **DEPARTMENT:** Budget Services

REVIEWED BY: Gerardo Castillo, CPA **APPROVED:** 
Interim Chief Business Officer

In order to meet strict attendance reporting deadlines with the California Department of Education, the last day to update monthly attendance in Infinite Campus is **two weeks after the end of each school month (except Independent Study)**. See attached attendance calendar for specific dates. If a prior month's absence needs to be corrected, please contact Meuy Saechin at 643-7867 or Merilee Carrasco at 643-7869 to open the prior period to enable corrections to be made.

Reasons For Making Changes In Prior Months:

- Saturday School – If recouping ADA, must report to attendance the following Monday.
- Site error – contact attendance staff immediately.
- Excused absence note received late – contact attendance staff immediately.
- Short term Independent Study

If you have any monthly attendance questions please contact Meuy Saechin at 643-7867 or Merilee Carrasco at 643-7869.

Attachments: Attendance and Enrollment Calendar

cc: Kenneth R. McPeters, Coordinator III
Robin Martin, Director III Assessment, Research & Evaluation

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
STUDENT ATTENDANCE SERVICES**

ATTENDANCE AND ENROLLMENT CALENDAR

**TRADITIONAL
2014-2015**

SCHOOL MONTH	NUMBER OF TEACHING DAYS	DATE SCHOOL MONTH BEGINS	DATE SCHOOL MONTH ENDS	LAST DAY TO UPDATE MONTHLY ATTENDANCE IN INFINITE CAMPUS	LAST DAY TO UPDATE MONTHLY ATTENDANCE IN INFINITE CAMPUS FOR CAPITAL CITY & THE MET ONLY
1	19	SEPT 2	SEPT 26	OCT 10	OCT 24
2	20	SEP 29	OCT 24	NOV 7	NOV 21
3	19	OCT 27	NOV 21	DEC 5	DEC 19
4	15	NOV 24	DEC 19	JAN 9	JAN 9
P-1	73				
5	14	DEC 29	JAN 23	FEB 6	FEB 20
6	18	JAN 26	FEB 20	MAR 6	MAR 20
7	20	FEB 23	MAR 20	APR 3	APR 17
P-2	125				
8	15	MAR 23	APR 17	MAY 1	MAY 15
9	20	APR 20	MAY 15	MAY 29	JUNE 12
10	18	MAY 18	JUN 12	JUN 19	JUN 19
Annual	178				

PLEASE NOTE:

**PERIODS NOT USED FOR ATTENDANCE PURPOSES:
12/22/14 THROUGH 12/26/14 (1 WK.)**