



# BULLETIN

**SUBJECT:** Monthly Close Out Of Attendance Calendar 2019-20 NO. BS-13

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

**DATE:** August 6, 2019

**PREPARED BY:** Jerry Uhl,  
Supervisor IV, Budget

**DEPARTMENT:** Budget Services

**REVIEWED BY:** Amari Watkins  
Director II, Accounting

**APPROVED:**   
Lisa Allen  
Deputy Superintendent

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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 absence needs to be corrected, please contact Tiffany Snowdon at 643-7852 or Adriana Avitia at 643-7868 to open the prior period to enable corrections to be made. **Requests to open prior periods beyond two months cannot be accommodated due to reporting requirements. P-2 is an official and audited report. Once P-2 has been locked in Infinite Campus and this key report submitted, months 1-7 may no longer be opened.**

#### Reasons For Making Changes In Prior Months:

- 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 Tiffany Snowdon at 643-7852 or Adriana Avitia at 643-7868.

Attachments: Attendance and Enrollment Calendar

cc: Kenneth R. McPeters, Director III, Enrollment Center  
Elliot Lopez, Chief Information Officer  
Rhonda Rode, Director II, Student & Data Systems

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

**ATTENDANCE AND ENROLLMENT CALENDAR**

**TRADITIONAL  
2019-2020**

| 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            | 16                      | 08/26/19                 | 09/20/19               | 10/04/19   | 10/11/19   |
| 2            | 20                      | 09/23/19                 | 10/18/19               | 11/01/19   | 11/08/19   |
| 3            | 19                      | 10/21/19                 | 11/15/19               | 11/29/19   | 12/06/19   |
| 4            | 15                      | 11/18/19                 | 12/13/19               | 12/20/19   | 12/20/19   |
| P-1          | 70                      |                          |                        |  |  |
| 5            | 19                      | 12/16/19                 | 01/24/20               | 02/07/20   | 02/14/20   |
| 6            | 18                      | 01/27/20                 | 02/21/20               | 03/06/20   | 03/13/20   |
| 7            | 20                      | 02/24/20                 | 03/20/20               | 04/03/20   | 04/10/20   |
| P-2          | 127                     |                          |                        |  |  |
| 8            | 15                      | 03/23/20                 | 04/17/20               | 05/01/20   | 05/08/20   |
| 9            | 20                      | 04/20/20                 | 05/15/20               | 05/29/20   | 06/05/20   |
| 10           | 18                      | 05/18/20                 | 06/11/20               | 06/25/20   | 06/25/20   |
| Annual       | 180                     |                          |                        |  |  |

**PLEASE NOTE:**

**PERIODS NOT USED FOR ATTENDANCE PURPOSES:**

12/23/2019 THROUGH 12/27/2019 (1 Week)

12/30/2019 THROUGH 01/03/2020 (1 Week)

Updated 07/30/2019