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## BULLETIN


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**SUBJECT:** Monthly Close Out Of Attendance Calendar **2016-17 NO. BS-66**

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

**DATE:** August 17, 2016

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

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

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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 Merilee Carrasco at 643-7869 or Stella Reyes at 643-7867 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.**

### **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 Merilee Carrasco at 643-7869 or Stella Reyes at 643-7867.

Attachments: Attendance and Enrollment Calendar

cc: Kenneth R. McPeters, Director III, Enrollment Center  
Al Rogers, Ed.D., Chief Strategy Office

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

**ATTENDANCE AND ENROLLMENT CALENDAR**

**TRADITIONAL  
2016-2017**

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	SEPT 1	SEPT 23	OCT 07	OCT 14
2	20	SEP 26	OCT 21	NOV 04	NOV 11
3	19	OCT 24	NOV 18	DEC 02	DEC 09
4	20	NOV 21	DEC 23	JAN 13	JAN 20
P-1	75				
5	14	JAN 02	JAN 27	FEB 10	FEB 17
6	18	JAN 30	FEB 24	MAR 10	MAR 17
7	20	FEB 27	MAR 24	APR 07	APR 14
P-2	127				
8	20	MAR 27	APR 28	MAY 12	MAY 19
9	20	MAY 01	MAY 26	JUN 09	JUN 16
10	13	MAY 29	JUN 15	JUN 23	JUN 23
Annual	180				

**PLEASE NOTE:**

**PERIODS NOT USED FOR ATTENDANCE PURPOSES:**

12/26/2016 THROUGH 12/30/2016 (1 WK.)

04/10/2017 THROUGH 04/14/2017 (1 WK)