

Student Attendance
Procedure BUD-P004
Sacramento City Unified School District

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1.0 SCOPE:

- 1.1 This procedure discusses how to process the attendance for all schools in Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fund Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Budget Director

Signature

Date

4.0 DEFINITIONS:

- 4.1 ADA – Average Daily Attendance
- 4.2 P-1 – Report number one, for the period of 1 July to 31 December
- 4.3 P-2 – Report number two, for the period of 1 July to 15 April
- 4.4 Annual Report – for the period of 1 July to 30 June
- 4.5 CASBO's – California Association of School Business Officials, (Training and Manual)
- 4.6 J-7 CSR – K-3rd Grade Class Size Reduction report

5.0 PROCEDURE:

- 5.1 Receive attendance monthly summary from schools.
- 5.2 Compile "Enrollment and Attendance Report" for the month using the monthly school summaries.
- 5.3 Compile P-1, P-2 and Annual Reports per the schedule describe in the definitions using California Department of Education software downloaded to Fiscal Services Technician computer.
- 5.4 Submit ADA reports to the State of California.
- 5.5 Compile Class size Reduction Report using California Department of Education Form Number J-7CSR.
- 5.6 Submit report to the State of California.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Monthly Accumulative Daily Attendance Report, (By School)
- 6.2 "World of Attendance Accounting", (CASBO's)

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6.3 P-1, P-2, Annual

6.4 J-7 CSR

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Enrollment and Attendance Reports	File cabinet in office	Five year	Discard as desired	Limited Access
Attendance Summary Reports	File cabinet in office	Three years	Discard as desired	Limited Access

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/24/04	A	Initial Release
9/30/05	B	Additional associated documents and definitions
3/29/11	C	Ninth grade CSR definition and procedure deleted Associated Document 6.1 revised to reflect new attendance system

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