![Sacramento City Unified School District]

——— BULLETIN ———

SUBJECT:	<u>**Monthly Close Out Of Attendance Calendar and Reminders**</u>	**2022-23 NO. BS-15**

TO: <u>K-12 Principals, Office Managers and Attendance Clerks</u>

DATE: <u>September 15, 2022</u>

PREPARED BY:	<u>Nai Saelee,</u> <u>Fund Specialist</u>	**DEPARTMENT:**	<u>Budget Services</u>
REVIEWED BY:	<u>Gabe Estrada,</u> <u>Manager II, Budget Services</u>	**APPROVED:**	*Jesse Castillo* <u>Jesse Castillo,</u> <u>Assistant Superintendent,</u> <u>Business Services</u>

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 **one week after the end of each school month (except Cap City and The Met)**. See attached attendance calendar for specific dates. If a prior month absence needs to be corrected, please email AttendanceBudget@scusd.edu to open the prior period to enable corrections to be made. **Please include your school site in the subject. Requests to open prior periods beyond two months cannot be accommodated due to reporting requirements.**

 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

Reminders for Reporting Monthly Attendance:

A. Be sure to check for new registrations, assign them to classes, and enter any withdrawals daily by 5:00 p.m. so the district has the most accurate data for student placements and staffing. *The district cannot accurately adjust for under/over enrolled classes or provide the correct staffing without this critical data.*

B. Input of attendance by Teachers into Infinite Campus fulfills the verification requirement. **Therefore; paper signature is <u>not</u> required of the Teachers – same as previous years.**

C. **Useful Reports-Please run, review, and correct any issues, prior to submitting counts.**

- **Student Gap Scheduler**
  Index> Scheduling > Student Gap Scheduler – finds students that either have no schedule or an incomplete schedule based on date of enrollment entered.

- **Monthly Attendance Register**
  Index > CA State Reporting > Monthly Attendance Register – based on the School Month selected, this report will find students whose enrollment date does not match the schedule OR students with no schedule. Generate as a .csv file and filter on the   0 % column (last column) AND # symbol. The # symbol indicates a student was enrolled with no schedule for the number of # symbols shown

If you have any monthly attendance questions, please email AttendanceBudget@scusd.edu.

Attachments: Attendance and Enrollment Calendar

 cc: Rhonda Rode, Director III, Student & Data Systems