




BULLETIN

SUBJECT: Monthly Close Out Of Attendance Calendar **2015-16 NO. BS-40**

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

DATE: September 17, 2015

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

REVIEWED BY: Gerardo Castillo, CPA **APPROVED:** 
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 absence needs to be corrected, please contact Merilee Carrasco at 643-7869 or Nancy Wheelhouse at 643-7845 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 Nancy Wheelhouse at 643-7845.

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
2015-2016**

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 3	SEPT 25	OCT 09	OCT 16
2	20	SEP 28	OCT 23	NOV 06	NOV 13
3	19	OCT 26	NOV 20	DEC 04	DEC 11
4	15	NOV 23	DEC 18	JAN 08	JAN 15
P-1	70				
5	14	DEC 28	JAN 22	FEB 05	FEB 12
6	18	JAN 25	FEB 19	MAR 04	MAR 11
7	20	FEB 22	MAR 18	APR 01	APR 8
P-2	122				
8	20	MAR 28	APR 22	MAY 06	MAY 13
9	20	APR 25	MAY 20	JUN 03	JUN 10
10	18	MAY 23	JUN 16	JUN 24	JUN 24
Annual	180				

PLEASE NOTE:

PERIODS NOT USED FOR ATTENDANCE PURPOSES:

12/21/2015 THROUGH 12/25/2015 (1 WK.)

03/21/2016 THROUGH 03/25/2016 (1 WK)