




BULLETIN

SUBJECT: Monthly Close Out Of Attendance Calendar 2017-18 NO. BS-13

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

DATE: August 18, 2017

PREPARED BY: Gloria Chung, 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:

- 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, Director III, Enrollment Center
Elliot Lopez, Chief Information Officer

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

ATTENDANCE AND ENROLLMENT CALENDAR

**TRADITIONAL
2017-2018**

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	AUG 31	SEPT 22	OCT 06	OCT 13
2	20	SEPT 25	OCT 20	NOV 03	NOV 10
3	19	OCT 23	NOV 17	DEC 01	DEC 08
4	15	NOV 20	DEC 15	DEC 22	DEC 22
P-1	70				
5	14	DEC 18	JAN 19	FEB 02	FEB 09
6	19	JAN 22	FEB 16	MAR 02	MAR 09
7	19	FEB 19	MAR 16	APR 06	APR 13
P-2	122				
8	20	MAR 19	APR 20	MAY 04	MAY 11
9	20	APR 23	MAY 18	JUN 01	JUN 08
10	18	MAY 21	JUN 14	JUN 22	JUN 22
Annual	180				

PLEASE NOTE:

PERIODS NOT USED FOR ATTENDANCE PURPOSES:

12/25/2017 THROUGH 12/29/2017 (1 Week)

03/26/2018 THROUGH 03/30/2018 (1 Week)

Updated 08/17/17