

2016-2017

STUDENT ATTENDANCE

REPORTING PROCEDURES



School success starts
with attendance

FEDERAL AND STATE COMPLIANCE OFFICE
MIAMI-DADE COUNTY PUBLIC SCHOOLS

Miami-Dade County Public Schools

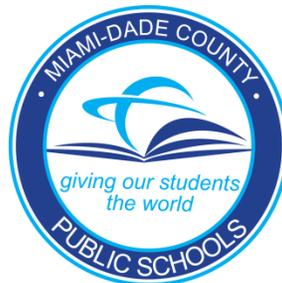
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TABLE OF CONTENTS

	Page
INTRODUCTION	iii
I. STUDENT MEMBERSHIP	
• Entries	1
• Withdrawals.....	1
• Withdrawals of Special Note (W26, DNE, W22)	2-3
II. RECORDING OF ATTENDANCE	
• Attendance Defined	
○ School Attendance	4
○ Class Attendance	4
• Block or Flexible Schedules	4
• Late Arrival and Early Sign-Outs.....	4-5
○ Tardy	4
○ Early Sign-out.....	5
• Student Success Center Program.....	5
• Virtual School - Attendance.....	6
III. TYPES OF ABSENCES	
• Excused Absences.....	7
○ Military Connected Students	7
○ Course Make-up.....	8
• Unexcused Absences	8
○ Course Make-up.....	8
• Excessive Absences	8
• Official Daily School Attendance Reporting Policies	9-10
• Critical Incidents Impacting Student Attendance.....	10
• No Show Attendance Bulletin.....	11-12
• Attendance Reconciliation.....	13
• Attendance Bulletin	14
• Procedure When Unable to Print Attendance Bulletin	14
• Attendance Corrections that Affect FTE Funding.....	14
• End-of the-year archive for the Electronic Gradebook	14
IV. PRINCIPAL'S RESPONSIBILITIES	15-16
• Principal's Report on Attendance	16
• Certifying Attendance.....	16
• Attendance Tracking Report	16
• Truancy Intervention Program Compliance.....	16
V. TEACHER'S RESPONSIBILITIES	17-18
• Course Make-up.....	17
• Teacher's Gradebook.....	17
○ Recording of Attendance Codes for Electronic Gradebook.....	18

TABLE OF CONTENTS (Cont'd.)

	Page
Starting Pinnacle 8 Application & Logging in	19-34
• Gradebook Home Page- Navigation	20
• Taking Attendance - Substitute Attendance Procedure	
○ Substitute Teacher Attendance Roster	21
○ Quick Attendance	22-23
• Attendance Grid	24-25
• Updating Daily Code	26-27
• Batch Attendance	28
• Filtering Students	29
• Attendance History	30
• Reports.....	31
• Attendance Tracking Report	32
• Attendance Export	33
• Highly Recommended Reports	34
• Logging Out.....	34
Approved Attendance Codes	35
VI. STUDENT'S RESPONSIBILITIES	36
○ Course Make-up.....	36
VII. PARENT'S RESPONSIBILITIES	37
○ Course Make-up.....	37
VIII. RESOURCES TO MONITOR STUDENTS ATTENDANCE	
• Reports to Monitor Students Attendance	38
IX. RECOMMENDED ATTENDANCE STRATEGIES AND INCENTIVES	39
X. PERFECT ATTENDANCE	40
XI. ADDITIONAL ASSISTANCE	41
XII. RELATED STATUTES, STATE AND SCHOOL BOARD RULES	
• EXHIBIT #1 Entry and Withdrawal Codes.....	42-44
• EXHIBIT #2 Religious Holidays.....	45
• EXHIBIT #3 Principal's Attendance Report Calendar	46
• EXHIBIT #4 Certified Mail "Domestic Return Receipt" card.....	47

INTRODUCTION

This handbook has been developed to assist school personnel to understand and develop procedures consistent with Federal, State, and District attendance policy and procedure requirements.

There are probably no factors more important to a student's progress in school than regular and punctual school attendance. Miami-Dade County Public Schools has a vision whereby each student engages in a rigorous course of study which prepares the student for a myriad of successful post-secondary options.

Students who are tardy or absent excessively from their instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school.

Miami-Dade County Public Schools has the affirmative obligation to inform parents of student absences, and to insure that the compulsory attendance laws are enforced as mandated by Florida Statutes. Raising standards and promoting a high level of student achievement are paramount in all District initiatives. Student attendance is a means of improving student performance and is critical in raising student standards.

Staff should note that attendance records and reports are required by Chapter [1003.23](#), Florida Statutes, which states in part:

“All officials, teachers, and other employees in public schools shall keep all records and shall prepare and submit promptly all reports that may be required by law and by rules of State Board of Education and district school boards. Such records shall include a register of enrollment and attendance and all persons described above shall make these reports therefrom as may be required by the State Board of Education. The enrollment register shall show the absence or attendance of each student enrolled for each school day of the year in a manner prescribed by the State Board of Education. The register shall be open for inspection by the designated school representative or the district school superintendent in which the school is located. Violation of the provisions of this section shall be a misdemeanor of the second degree, punishable as provided by law. This section shall not apply to home education programs provided in s. [1002.41](#).”

It is the hope of staff in the Federal and State Compliance Office that these procedures will assist you in your continued effort to encourage your students to attend school regularly.

I. STUDENT MEMBERSHIP

A student is considered in membership for a given school on the first day the student attends classes. To ensure uniform recording of entry and withdrawal dates, the following procedures must be followed.

Entries

Entry date will be the first day the student attends classes

Withdrawals

Withdrawal date will be the school day following the last day the student is in membership. This date and the appropriate code must be entered into DISIS in a timely manner.

If a student withdraws from school on a day the student is in attendance, the appropriate withdrawal code must be recorded on the day following the last day of the student's membership.

If a student is withdrawn while absent, record the withdrawal code on the day following the day it was officially determined that the student withdrew.

A **withdrawal is official** when one or more of the following occurs:

- ***The parent who enrolls the student and completed the Emergency Student Data Form*** notifies the school that the child is permanently leaving the school to enroll in another school;
- A request for the student's school record is received from a public or private school, in- or out-of-state, in which the student is enrolled or plans to enroll;
- The student has been promoted, graduated, has a certificate of completion, special certificate of completion, or holds a valid certificate of exemption from the superintendent as provided under Chapter [1003.21](#), Florida Statute;
- A school official determines that the child has moved and permanently left school, has died, or has become eligible for withdrawal from school under provisions of Chapter [1001.53](#), Florida Statute; or
- If a student is withdrawn with a W26 code, a Student Declaration of Intent to Terminate School Enrollment form ([FM-5741](#)) along with the exit interview document ([FM-4274](#)) Dropout Survey Record must be completed.

Note: If the "day following" falls on a day when school is not in session, record the code on the next date when school is in session.

Summary - A student is in membership in the District Integrated Student Information System (DISIS) on the entry date and is not in membership on the date of withdrawal. At the end of the school year, appropriate withdrawal codes must be recorded on the day after the last day of school. The district's graduation, dropout, and truancy rates will be generated from the withdrawal codes in DISIS.

Withdrawals of Special Note

Principals are reminded that they are to adhere to the following withdrawal procedures specified below:

W26 - Adult Education Entry: Non compulsory age student who withdraws from PK-12 program to enter the adult education program prior to completion of graduation requirements. A **Student Declaration of Intent to Terminate School Enrollment** form ([FM-5741](#)) and the exit interview ([FM-4274](#)) **Dropout Survey Record** must be completed. **These documents must be maintained in the student's cumulative record.**

Principals are reminded that students withdrawn with a W26 who are **not** enrolled in an academic adult education course are automatically converted to a W15 Code (non-attendance); impacting the school's dropout and graduation rates.

DNE - Did Not Enter (No Show): Any K-12 student who was expected (registered) to attend a school but did not physically attend as expected for unknown reasons.

Principals are reminded that they are to make and document efforts to ascertain the whereabouts of any student identified as a no show (DNE).

W22 - Any PK-12 student whose whereabouts is unknown. The improper use of the W22 code could cause the dropout rate to appear higher.

Schools wishing to withdraw a student whose whereabouts are unknown must adhere to the following procedures to comply with Florida Statutes [1003.24](#) and [1003.27](#):

- Non-Enrollment Letter ([FM-6519](#)) which serves as a written notice must be signed by the parent, in person, or sent Certified Mail Return Receipt Requested. The written notice will advise the parent that their child must be attending school regularly and on time within three days of receipt of the letter or the parent will be referred to the appropriate legal authorities. (EXHIBIT #4, Page 47).
- Note the following four possible scenarios and the action which your school should take:

Scenario 1: Parent receives notice and student is attending school.

Action: None required

Scenario 2: Parent receives notice and student is not attending school.

Action: Submit a copy of the letter ([FM-6519](#)) and a photocopy of the Certified Mail "Domestic Return Receipt" card, (Exhibit #4, Page 47) to the Data Input Department in the Federal and State Compliance Office via Self Service at <http://selfservice.dadeschools.net>. Information is reported to state and local agencies, as appropriate.

Scenario 3: Certified letter cannot be delivered by U. S. Postal Services.

Action: Submit to the Federal and State Compliance Office via Self Service at <http://selfservice.dadeschools.net>, a copy of the undelivered certified letter, a copy of the "Domestic Return Receipt" card that notes why the mail was undeliverable and a copy of the SCAM indicating excessive absences. The Federal and State Compliance Office will withdraw the student utilizing the code W22-Whereabouts Unknown.

Scenario 4: Student ran away from home.

Action: Submit a copy of the police report and a copy of the SCAM indicating excessive absences to the Federal and State Compliance Office via Self Service at <http://selfservice.dadeschools.net>. The Federal and State Compliance Office will withdraw the student utilizing the code W22-Whereabouts Unknown.

A copy of the police report letter and the "Domestic Return Receipt" should be placed in the student's cumulative record.

Only the parent who enrolls the student and completed the Emergency Student Data Form may withdraw or transfer the student.

II. RECORDING OF ATTENDANCE

All absences will initially be recorded as “U” unexcused absences on the Electronic Gradebook and in the DISIS online system. The school will change the status, if appropriate, to “A” excused on receipt of a valid reason for the absence (Page 7, **TYPES OF ABSENCES** for additional information).

Attendance Defined

- **School Attendance:** Students are to be counted in attendance only if they are actually present for at least **two** hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student. (Board Policy [5200](#) – Attendance)
- **Class Attendance:** Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.

Block or Flexible Schedules for Reporting Class Absences of Secondary Students - A double blocked period constitutes two single class periods. If a student is absent from a double blocked period, this will constitute two absences for that class.

Each student who is scheduled at a school center for instructional purposes for a partial day and at a vocational-technical center, vocational school or community college for part of the day shall be reported as present, if in attendance.

Late Arrival and Early Dismissal – (Board Policy [5200](#)–Attendance, [5230](#) - Late Arrival and Early Dismissal and [5845](#) – Student Activities)

Students shall be in attendance throughout the school day. If a student is late to school or to be dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

- **Tardy:** Tardiness is the absence of a student at the time the regularly scheduled session begins, provided that the student meets the definition for being present before the close of the day. A student who is tardy should never remain on record as being absent.

[Section 1003.02\(1\)\(b\), F. S. states](#), “District school boards are authorized to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences.”

A student who has 20 or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.

- **Early Sign-outs:** No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

No student shall be permitted to leave school prior to dismissal at the request of, or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent is provided. No parent may have access to the student or may grant permission to allow the student to leave school prior to dismissal if there is a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary. The Emergency Student Data Form governs early release/withdraw of the students. The person who signs/verifies the form is responsible for providing information that is consistent with the most recent court order governing such matters as divorce, separation, or custody.

No student shall be sent from school grounds to perform an errand or act as a messenger except with the approval of the principal and only for urgent and necessary school business and with the consent of the student's parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany them.

No student shall be released to anyone not authorized by the parent.

Student Success Center Program

All students 11 years old and over who display a Level II through IV behavior as described in the [Roadmap to Progressive Discipline](#) are eligible for the Student Success Center (SSC).

The Student Success Center (SSC) coordinator will contact the attendance clerk at the sending school on a daily basis prior to 10:00 AM to verify that the student is in attendance. **Please note attendance of students at the SSC site should be marked in gradebook and in DISIS as S-Special Note for that day.**

If the student is absent from the Student Success Center the student's attendance for that day only will be placed in DISIS as a **U "Unexcused Absence."**

Please note: **U- Unexcused Absence** is only assigned if:

- The student does not report to the Student Success Center for that day.

Virtual School – Attendance

Virtual schools must maintain auditable attendance records and provide attendance information to the school district. Official school attendance is determined in one of two ways depending upon the program provider:

Attendance by Day:

Each time the student spends time online in the virtual instructional program attendance should be recorded. The following steps must be used to determine the number of days of instruction for attendance reporting:

- “Time spent online” on 180 or more days will be reported with Days Present, Annual equal to 180 days and Days Absent, Annual equal to 0 days.
- “Time spent online” for less than 180 days will be reported with the number of Days Present, Annual based on the number of days “spent online”.
- Days Absent, Annual reported will be determined by subtracting the Days Present, Annual from 180.

Attendance by Hours:

Each time the student “spends time online” the hours of attendance should be recorded. Students in grades K-3 must attend at least 720 hours (4 hours per day) of instruction. Students in grades 4-12 must attend at least 900 hours (5 hours per day) of instruction. The following formula must be used to determine the number of days of instruction for attendance reporting:

- Record the hours of each student’s “time spent online”.
- Calculate the total number of hours the student” spends online”. The number of hours of instruction must be equated to days of attendance by using:
 - Grades K-3: Divide the total number of hours of instruction by 4.
 - Grades 4-12: Divide the total number of hours of instruction by 5.
- Record the total number of Days Present, Annual (not to exceed 180).
- Record the total number of Days Absent, Annual by subtracting Days Present, Annual from 180.

III. TYPES OF ABSENCES

Excused Absences

Board Policy [5200](#) -Attendance, defines Excused School Absence as:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding **five** consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed. The religious holiday must be listed on the district's approved list of religious holidays (Exhibit #2, Page 45).
- I. **Military Connected Students** – M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to a total of five days of excused absences each academic year to allow families time together.
 - The absences are to be preapproved by the school principal.
 - Students shall have a reasonable amount of time, to complete make-up work.
 - Attendance Correction Form ([FM-5556](#)) will be sent to the Federal and State Compliance Office, via Self Service at <http://selfservice.dadeschools.net>. for processing

Furthermore, attendance recordkeeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level. Deployment-related absences will not negatively impact a school's percent of attendance.

- J. Event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal: The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and Regional, State and National competitions.
- K. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.

- L. Outdoor suspensions. (this code should not be used)
- M. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.

Course Make-up

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Unexcused Absences

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. **Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.**

Unexcused absences include:

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt).

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parent.

Course Make-up

Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

Excessive Absences

A student **accumulating ten or more class unexcused absences in an annual course or five or more class unexcused absences in a designated semester course** may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

Official Daily School Attendance (ODSA)

DISIS is the official source document for the recording and submission of attendance data to the Florida Department of Education. **ODSA must be exported daily from the Electronic Gradebook.** The Electronic Gradebook is the source document for instructional staff to record attendance. The ODSA is maintained on the DISIS file.

The following procedures will allow schools to efficiently capture, update, and track official school attendance using the Gradebook (Pinnacle 8).

- 1) **Official Daily School Attendance should be done during the 1st block or period for secondary schools and at the beginning of the school day for elementary schools.**

▪ Elementary Schools (PK – 5) Period HR		
▪ K-8 Centers	PK-5 6-8	Period HR Period 00 (Advisement)
▪ Middle Schools		Period 00 Block Schedule 01 and 02
▪ Senior High Schools		Period 00 Straight schedule Period 01 Block Schedule 01 and 02
<i>Alternative/Special Ed. Ctrs.</i>		<i>Will vary based on the grade configurations</i>

- a. Absent students are to be marked with “U” or “U2” (Block scheduling only).
- b. Tardy students are to be marked with “T” or “TU”
- c. Exceptions to the unexcused rule such as (E) Excused Early, (X) Religious Holidays/Military Connected Students, (I) Indoor Suspension and (O) Outdoor Suspension, (S) Special Note will have to be entered manually into DISIS by the Attendance Manager.

2) Substitute Roster Attendance into Gradebook

- a. The Attendance Manager or principal designee with WGBA rights must use the **Quick Attendance** function to record Official Daily School Attendance (ODSA) for substitutes. **Refer to Page 21 for detailed information.**
- b. Substitute teachers and full time teachers with no computer access (such as Itinerant) will need a **Substitute Roster Report**. Completed roster must be maintained by the Attendance Manager for audit purposes.

3) Run Attendance Tracking Report

- a. The **Attendance Tracking Report** is run on a daily basis to identify teacher(s) that have or have not recorded the attendance in their gradebook. **Refer to Page 32 for detailed information.**

4) Correct Attendance Discrepancies – Update Daily Code

- a. **Attendance Editor** feature can be used by the Attendance Manager to update Daily Code for an individual student without changing Class Attendance.
- b. **Batch Attendance** feature can be used by the Attendance Manager to update Daily Code for a large number of students without touching Class Attendance.

5) Export Attendance from Gradebook. (Once per school day only)

- a. The Attendance Manager will export daily the attendance no later than:

▪ Elementary Schools	–	10:00 a.m.
▪ K-8 Centers	–	11:00 a.m.
▪ Middle Schools	–	11:00 a.m.
▪ Senior High Schools	–	12:00 p.m.

- b. ITS will “pick up” the exported attendance data and post it to DISIS. This process runs at 8:30 a.m., 9:30 a.m., 10:30 a.m., 11:30 a.m., 12:30 p.m., 1:30 p.m. **and final sweep will be at 2:30 p.m.**

6) Approve/Edit Batch File.

Video demonstration can be found at: <http://videos.dadeschools.net/gbAttMan.html>

- a. Attendance manager must select in the DISIS main menu, **option 2** for Daily Attendance. From the Daily Attendance Applications menu, then select **option 7** (“Scantron Transaction/Gradebook”). Approve batch file or edit to remove errors.
- b. **To approve Batch File, press “Enter”, if any “Error Report List” appear, print and check discrepancies. After corrections are made, space-out Student ID #'s and prints your bulletin.**

Critical Incidents Impacting Student Attendance

School evacuations or other critical incidents in a school may impact attendance reporting. **Official Daily School Attendance must be reported each day.**

The Attendance Manager must use the following attendance codes:

Code	Description	Attendance Weight	Who can enter this code?
E	Excused Early	0	Attendance Manager-ODSA class only
S	Special Note (i.e. field trip, assembly, Alternative to Outdoor Suspension, etc.)	0	Attendance Manager-ODSA class only
I	Indoor Suspension	0	Attendance Manager-ODSA class only
O	Outdoor Suspension	1	Attendance Manager-ODSA class only
M	Tardy and Excused Early	0	Attendance Manager-ODSA class only
NS	No Show	0	Attendance Manager-ODSA class only
X	Special Holiday Military-Connected Students	0	Attendance Manager-ODSA class only

For students marked with an “E, S, I, O, M or X” for the official daily school attendance, teachers must use an excused absence (A or A2) for class attendance. Teachers should add a comment, to denote a reason for the excused absence.

No Show Attendance Bulletin

ON THE FIRST DAY OF SCHOOL, A "NO SHOW" ATTENDANCE BULLETIN MUST BE PRINTED PRIOR TO 1:00 P.M. DO NOT DELAY RUNNING THIS BULLETIN TO ENTER NEW STUDENTS INTO DISIS.

The No-Show period for the **2016-2017** school year begins **Monday, August 22, 2016**, and will end **Friday, August 26, 2016**.

- Students that are registered but do not appear in school on the first day (August 22) must be entered as "No-Show" on the student calendar for the entire *No-Show* period (**August 22-26, 2016**).
- The Official Daily School Attendance (ODSA) will be taken in the Electronic Gradebook. To record students as a *No-Show*, the following actions must be taken:

Teacher Action

- Teachers must open the class designated for recording ODSA by clicking on the class tab.
- Click on **Quick Attendance** (located under Attendance).
- Click on the **No-Show (NS)** code for each No-Show student.
- **Important: If all students appear on the first day of school, the teacher must click on the ALL PRESENT button on the right hand side of the page to report 100% attendance.**
- Students who continue to be *No-Shows* must be marked in the Gradebook as **NS** through Friday, August 26, 2016 for each day the student does not enter school for the first time.
- Beginning Monday, August 29, 2016, the **NS** code will no longer be available to teachers.

Attendance Manager Action

- Run Attendance Tracking Report to identify teachers that haven't recorded attendance in their gradebooks.
- In the Attendance Editor, click the **Export** button to transmit attendance from gradebook to DISIS.
- The Official Daily School Attendance must be exported from the Gradebook to DISIS per the schedule below on Monday, August 22, 2016 and each day thereafter.

▪ Elementary Schools	–	10:00 a.m.
▪ K-8 Centers	–	11:00 a.m.
▪ Middle Schools	–	11:00 a.m.
▪ Senior High Schools	–	12:00 p.m.

- **DISIS Approval/Editing of Gradebook Batches**
 - Prior to 1:00 p.m. schools must edit and approve the batch file in DISIS using the Gradebook /Scantron Transactions as follows:
 - **Select 7** from the Daily Attendance Applications Menu (press ENTER)
 - View the ID's corresponding to the batches (press ENTER)

- View and **resolve** any errors/conflicts.
- Delete each student ID on the errors/conflicts page by pressing and holding the SPACE BAR (press ENTER)
- Access to Selection 7 will only be available if there are still errors/conflicts that need correction.
- Now you are ready to print your attendance bulletin.

WARNING: Deleting the batch on the **Scantron Batch Edit** screen will prevent the attendance from posting to DISIS. You must process the **Scantron Batch Edit Error Report**.

- **Entry After No-Show (August 22-26, 2016)**
 - **DISIS Action** – When a No-Show student appears during the No-Show period, the Attendance Manager must enter the student using the “Entries After No-Show” screen on the Student Information Menu on the day the student appears. This action will automatically change the entry date on the student record and remove any No-Show designations on the calendar that appear after the entry date.
 - **Gradebook Action** – The Teacher will enter Attendance Code **ENT** on the first day the student attends class.
- **No-Show Processing**
 - On Friday, **August 26**, ITS will automatically withdraw all No-Show students that have not appeared with withdrawal code “**DNE**” and the effective date of **08/22/2016**.
 - Until the No-Shows are removed the students will appear on all reports.
- **Printing a Gradebook No-Show Report**
 - Attendance Manager must print a list of all No-Show students as recorded in the Gradebook following the steps below:
Click **New Report**
Click on **Administrative** category
Select **Daily Student Attendance Report by Period**
Select **Sort Option**

SECONDARY SCHOOLS ONLY

During each No-Show period, schools may order the Class List Summary Report, which shows seat counts minus the No-Show students as a separate report. This report can be ordered by selecting Class List in the Online Report Request System and indicating “Y” for Class List Summary Report.

Attendance Reconciliation

The procedures to update attendance in DISIS using Gradebook information for a previous day are as follows:

- From Apps|Services|Sites link in the Employee Portal, log into Gradebook (Pinnacle 8) using your network credentials
- Click New Reports
- Click Administrative for a list of Reports
 - Select Daily Student Attendance Report by Period
 - Select the date to be updated and check the box "*All Students*"
 - Click Run Report
- The report will show all attendance periods, choose the *Homeroom Attendance*.

- Homeroom Attendance will be entered in DISIS as follows:
 - 2. Daily Attendance
 - 1. Categorical Update of Attendance Data
 - 1. Absent or 2. Tardy
- Once all the information is entered, print the Daily Attendance Bulletin in DISIS.

IMPORTANT NOTE: It is imperative that the official attendance in Gradebook and DISIS match.

Attendance Bulletin

Each school will run a daily Attendance Bulletin and maintain a copy as part of the audit trail for attendance and FTE (Full-Time Equivalent) reporting. **NOTE: Schools using the Teacher Attendance Down Load (TADL) system must also print the Attendance Bulletin in DISIS.**

The Attendance Bulletins, attendance notes from parents and the summary reports must be retained at the school site for **3 fiscal years**, these documents are imperative for FTE audits.

The Attendance Bulletin should be distributed to all teachers or posted in a central location for teachers to verify student absences. A copy of the Attendance Bulletin should also be distributed to the school cafeteria manager.

Procedures When Unable to Print the Attendance Bulletin

Please note that if at any time a school is unable to enter attendance data or print the Attendance Bulletin, they should notify the Federal and State Compliance Office via Self Service at <http://selfservice.dadeschools.net> as soon as possible. If the Attendance Manager does not request and print the Attendance Bulletin on any given day, it will appear on the District Attendance Report with a notation "Schools Not Requesting Daily Bulletin" and an e-mail will be sent to the school principals to inform them that the attendance has not been completed for the current day.

Attendance Corrections that Affect FTE Funding

After the last day of FTE survey week, entry/withdrawal dates and attendance that were recorded during FTE survey week, and the six consecutive days on which attendance was scheduled immediately prior to the survey week, cannot be changed by the school. Changes affecting FTE funding must be requested by sending Attendance Corrections forms ([FM-5556](#)) signed by the school principal to the Federal and State Compliance Office. Forms must be sent via Heat Ticket (Self Service at <http://selfservice.dadeschools.net>). **If more than 2 pages of corrections are needed**, school site staff should make an appointment by e-mail to Ana Leon (ALeon@dadeschools.net) or to Fawne Ryan (RyanFawne@dadeschool.net) to come in to the office to update attendance.

Deadline to submit attendance corrections after the last day of the FTE survey week:

FTE Survey 2 _____ November 11, 2016

FTE Survey 3 _____ March 10, 2017

Note: Requesting corrections after deadline requires approval from the Region Superintendent.

End-of-year archive for the Electronic Gradebook - All attendance corrections must be completed in Gradebook before **June 15, 2017**, at that time Gradebook will be inactivated and the 2016-2017 school year will be archived.

IV. PRINCIPAL'S RESPONSIBILITIES

The principal shall be responsible for the administration of attendance policies and procedures and for the accurate reporting of attendance in the school under their direction. The principal shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be their duty to see that such instructions are followed" (State Board Rule [6A-1.044](#) Pupil Attendance Records). The principal shall verify all attendance records for accuracy to determine that attendance data is reported and recorded in accordance with the approved method of attendance recording for district wide use.

Early intervention with student attendance is the most effective way of producing good attendance habits that will lead to their improved learning and achievement.

Principal's responsibilities are defined by Board Policy [5200](#) – Attendance:

- Attendance/tardiness is taken and recorded by authorized persons at a designated times every official school day.
- A good faith effort is made to contact the parents of students absent from school every day. Parents will receive an automated telephone message notifying them when the student is absent.
- A review of classes that have excessive absences in order to determine if the quality of instructions is a factor in the failure of students to attend class on a regular basis.
- An authorized person determines the status of each absence/tardy.
- The steps outlined in Florida Statute [1003.26](#), regarding regular school attendance are implemented.
- An Attendance Review Committee is established at the school.
- Consideration of appeals made by students and/or parents regarding recommendations of the Attendance Review Committee.
- Attendance is daily recorded on the Electronic Gradebook by instructional staff.
- Documented efforts are made to ascertain the whereabouts of any student identified as a no show (DNE).
- Procedures as specified on Pages 2 and 3 are followed for any student identified as W22 - Whereabouts Unknown.
- Students withdrawing to a public school out of the District (W3A) are coded correctly and documented in DISIS.
- Students withdrawing to a public school out of Florida (W3B) are coded correctly and documented in DISIS.
- Certifying Attendance.

PRINCIPAL'S REPORT ON ATTENDANCE

The "Principal's Report on Attendance" will be available in Control D following the last day of each reporting period (**Product #T0525P04-01**). The report must be signed, dated, and maintained at the school site as part of the FTE audit trail.

Certification of School Attendance

Principals are required to certify student attendance after each grading period and at the end of the school year in June. The same process must be done at the end of summer school. The Principal's Attendance Report Calendar (Exhibit #3, Page 46) indicates the dates to certify attendance online.

The procedures for certifying the accuracy and completeness of the Principal's Report on Attendance through the online Certification of School Attendance are as follows:

- Sign on to DISIS, **Selection 3**, School Information.
- Select **Option 5**, Certification of School Attendance.
- Enter **"yes"** after certified. Press the enter key or the PF21 key. (This records the principal's employee number.)
- Principals must type "yes" on the two fields when certifying attendance for the 4th reporting period and for the End of the School Year.

Attendance Tracking Report

Principals and FTE preparers are responsible to maintain a copy of the **Attendance Tracking Report for each of the 11 days of the FTE Attendance Eligibility Window, as part of the records for review during FTE audits.**

Please note the following:

The Attendance Tracking Report displays the teachers that have not reported attendance for the day. Elementary schools must select homeroom attendance and secondary schools must select all periods.

Truancy Intervention Program Compliance

Principals are required to complete Truancy Intervention Program Referral packets for students **who have 15 unexcused absences within a 90 calendar period**, please refer to the [Truancy Intervention Procedures Handbook](#).

The teacher’s gradebook is a legal document required by state law. It can be summoned in any court case as a legal record of grades and attendance. Emphasis must be placed on accuracy, consistency, and recording of the students’ attendance and **must be a coordination of efforts to maintain the integrity of the gradebook.**

Teachers recording attendance must use the following attendance codes:

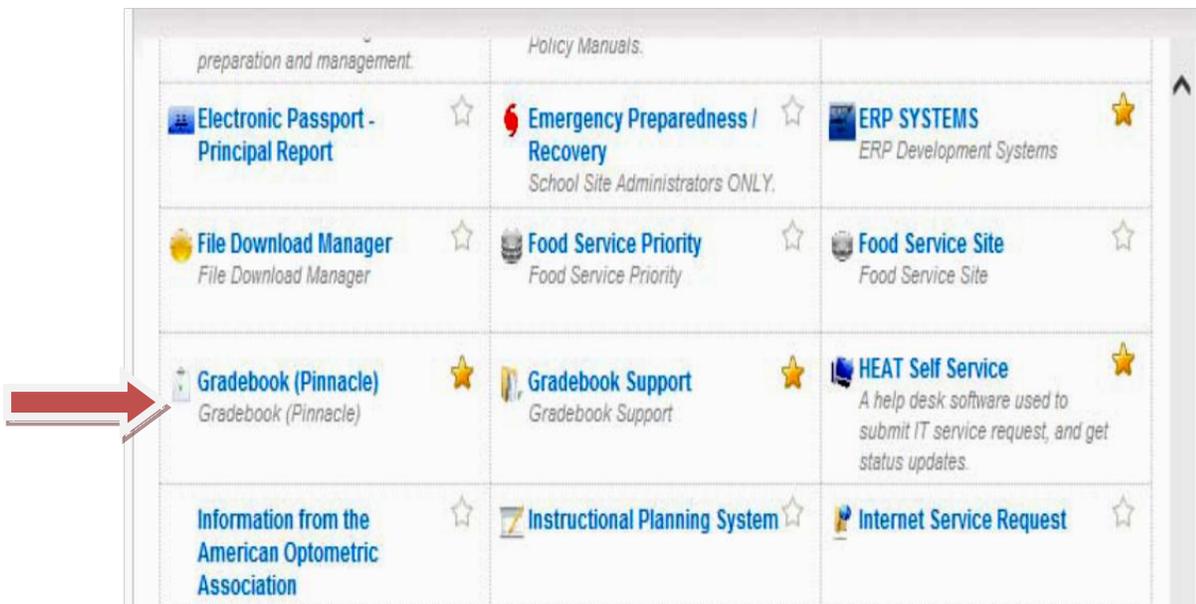
Code	Description	Attendance Weight	Who can enter this code?
A	Excused Absence	1	All Teachers/ Attendance Manager
A2	Excused Absence –Block Schedule	2	All Teachers/ Attendance Manager
U	Unexcused Absence	1	All Teachers/ Attendance Manager
U2	Unexcused Absence – Block Schedule	2	All Teachers/ Attendance Manager
T	Excused Tardy	1	All Teachers/ Attendance Manager
T2	Excused Tardy – Block Schedule (Split Lunch)	2	All Teachers/ Attendance Manager
TU	Unexcused Tardy	1	All Teachers/ Attendance Manager
TU2	Unexcused Tardy – Block Schedule (Split Lunch)	2	All Teachers/ Attendance Manager
ENT	Entered Class	0	All Teachers/ Attendance Manager
WD	Withdrawn from Class	0	All Teachers/ Attendance Manager
NS	No Show. Did not enter – on roster but, not in attendance	0	All Teachers/ Attendance Manager

Student absences must be recorded as A or A2 for excused absences, U or U2 for unexcused absences, and NS for students on class roster but have not reported to class. Teachers can add a comment to denote a reason for excused and unexcused absences.

Starting Pinnacle Application & Logging In

To launch the Pinnacle 8 gradebook application, start your Internet Browser (Firefox v2.0 or higher, Internet Explorer 7 or higher, Safari v2.0.4 or higher, Opera, or Google Chrome)

- ▼ You need to access the **Employee Portal**
- ▼ Click on the **Applications/Sites Tab**
- ▼ Click on the link **Gradebook (Pinnacle)**



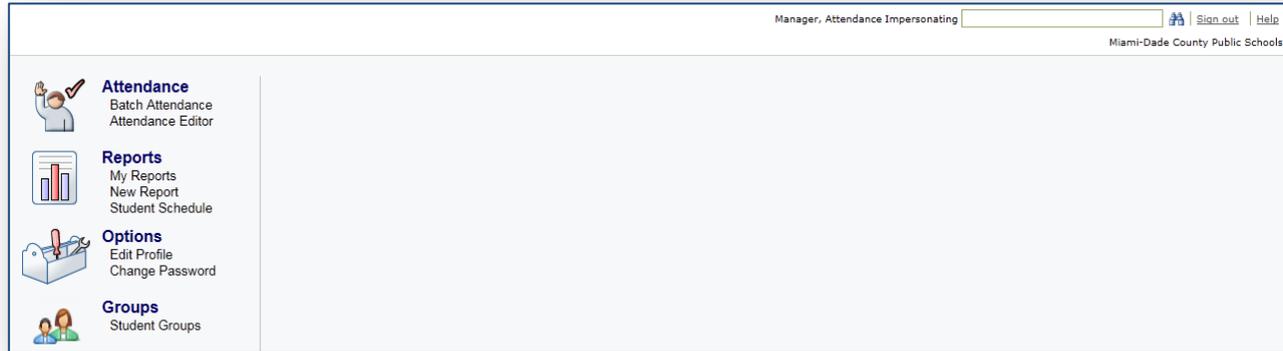
- ▼ Log On to Pinnacle 8 Gradebook Application
- ▼ Type your Username: **Employee number**
- ▼ Type your Password: **Network Password**

The login form contains a computer icon with a padlock. It features two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Sign in' button and a blue link labeled 'Forgot Password'.

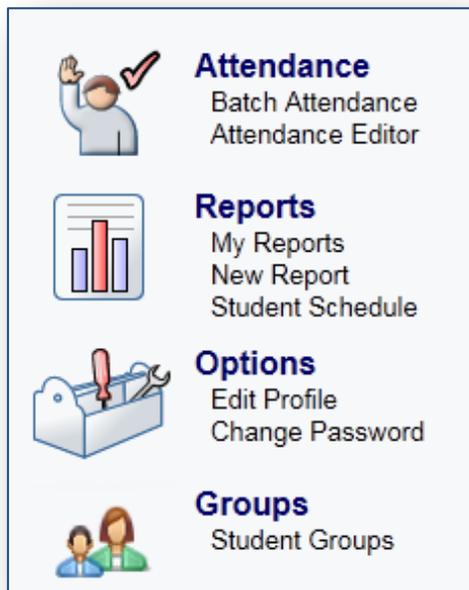
Gradebook Home Page - Navigation

When logged in, the Gradebook home page is displayed. A message board on the right-hand side notifies all District staff of any useful Gradebook information.

In the upper right corner of this page, as well as most other pages, is a notification of which user is currently logged in for this session, a drop-list box that allows you to impersonate a teacher, plus a **Sign out** link to log out of the Gradebook application.



The left-hand navigation frame displays 4 navigational icons and supported links.



The **Attendance** section:

Batch Attendance: will allow you to change class attendance for many students at a time.

Attendance Editor: will allow you to change the Daily Reason (ODSA) for students

The **Reports** section:

My Reports: this is where Administrative Reports are stored once they are run.

New Report: will provide a list of available reports and allow you to print or preview these reports.

Student Schedule: will allow you to view a student's schedule

The **Options** section:

Edit Profile: will allow a user to input contact information not imported from ISIS

Change Password: Not used by M-DCPS. Use Password Management in the Employee Portal to update your password.

The **Groups** section:

Student Groups: allows a user to create, change and delete groups of students for attendance recording and tracking purposes.

Taking Attendance – Substitute Attendance Procedures

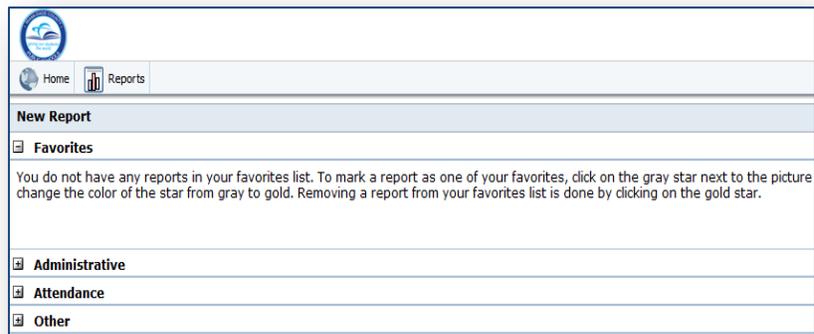
Substitute Teacher Attendance Roster

When a teacher is unavailable to take Official Daily School Attendance (ODSA) or class attendance, a substitute teacher is required. The substitute is not given access to the Gradebook so a paper roster is necessary.

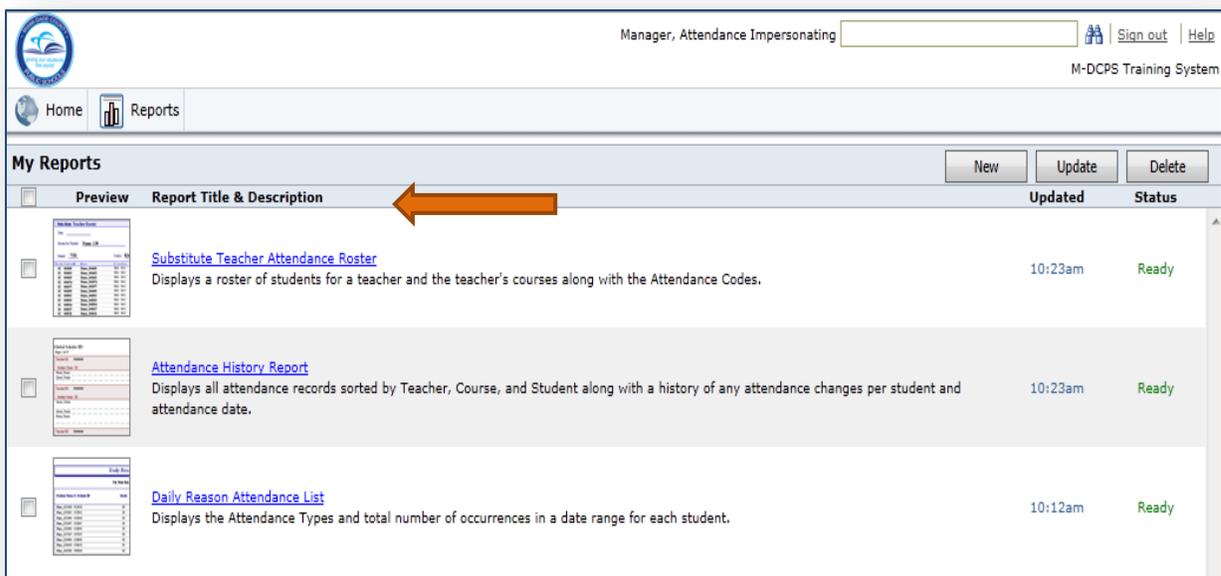
To print the Substitute Teacher Attendance Roster in Gradebook:



- ▼ From the Gradebook home page, click New Report.
- ▼ Click the + sign next to the Administrative report category to expand the list



- ▼ Scroll down and click on the ***Substitute Teacher Attendance Roster*** link.
- ▼ Enter the employee number of the absent teacher(s) in the box next to ***Teacher***.
- ▼ Scroll down to the bottom of the page and click the ***Run Report*** button.
- ▼ The report can be printed when the report status says “Ready”
- ▼ The report title is a link to open and view the report. Click the title.



Quick Attendance

Quick Attendance is where the Attendance Manager enters Official Daily School Attendance (ODSA) for substitutes.

- ▼ First, start typing a teacher's name or employee number in the Impersonating box in the upper right corner. When the teacher's name appears below, click it to select it.

Manager, Attendance Impersonating 99900

- Conda, Anna (999001)
- Ford, Iona (999007)
- Fresco, Al (999002)
- Kil, Joy (999009)
- Lyons, Dan (999003)
- Pickles, Dilbert (999004)
- Poole, Jean (999006)
- Rider, Joy (999008)
- Vader, Ella (999005)

You can also use the Advanced Search

- ▼ Click on **Quick Attendance** from the Gradebook Home Page.

Attendance
 Quick Attendance
 Attendance Grid
 Seating Chart

- ▼ Select the ODSA class by using the class tabs toward the top of the screen.

Manager, Attendance Impersonating Gator, Al (999068)

Home Quick Attendance Attendance Grid Seating Chart Batch Attendance Attendance Editor Reports Options Gradebook

01(Y)-Language Art 02(Y)-English for Sr 02(Y)-English for Sr 02(Y)-Language Art 02(Y)-Language Art 02(Y)-Reading-Elen 02(Y)-Reading-Elen 03(Y)-Reading-Elen 03(Y)-Reading-Elen **HR(Y)-Elementar**

Wed 7/6/2011 All Present

Name	Day	Code	Dismiss	Arrive	Comment
1 Bradley, Santos		U U2 A A2 T T2 TU TU2 ENT WD			
2 Brandt, Franklin		U U2 A A2 T T2 TU TU2 ENT WD			
3 Callahan, Bryant		U U2 A A2 T T2 TU TU2 ENT WD			
4 Chavez, Jewel		U U2 A A2 T T2 TU TU2 ENT WD			
5 Ellis, Sallie		U U2 A A2 T T2 TU TU2 ENT WD			
6 Franklin, Pamala		U U2 A A2 T T2 TU TU2 ENT WD			
7 Gordon, Myron		U U2 A A2 T T2 TU TU2 ENT WD			
8 Hopkins, Cornelius		U U2 A A2 T T2 TU TU2 ENT WD			

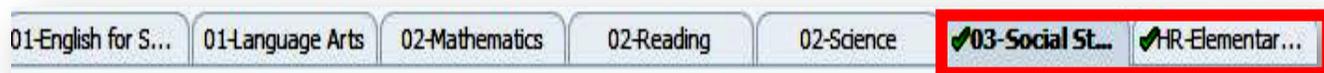
- ▼ Select the appropriate attendance code to the right of the student's name by clicking on it one time. If you make a mistake, click the code again to clear it.

01-Language Arts 08-Reading-Elementary 13-Mathematics - G 18-Science 22-Social Studies HR-Elementary												Fri 7/2/2010			All Present
Name	Day	Code										Dismiss	Arrive	Comment	
1 Bass, Besse H		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
2 Conley, Math G		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
3 Cunningham, Drury S		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
4 Daniel, Amie L	U	U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
5 Figueroa, Diana		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
6 Francis, Mathilda A		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
7 Frank, Ludie A		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
8 French, Gus S		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
9 Howell, North E	U	U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
10 Huffman, Price		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
11 McCormick, Tracy F		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
12 Miles, Boyd G	T	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	9:02 AM	Dr. Appt. - w/note		
13 Owen, Mason A		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
14 Parsons, Fitzhugh D		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
15 Pratt, Cris E		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
16 Romero, Rita L	U	U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
17 Weber, Zilpha J		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				
18 Whitaker, Gabe B		U	U2	A	A2	T	T2	TU	TU2	ENT	WD				

- b. After entering an attendance code, you may enter a comment (up to 45 characters) about a student's attendance which will appear in the Parent/Student Grade Viewer in the Portal.

Name	Code										Comment
Ayala, Kendall T	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	Transfer to NY
Castro, Quinn V	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Ellison, Melody R	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	Missed the bus
Espinoza, Jazmin	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	Doctor's appointment - mother sent note

- c. Once attendance has been entered for a class for a date, a check mark will be displayed on the class tab.



If the teacher has 100% attendance, clicking the **All Present** button removes the teacher's name from the Attendance Tracking report.

If there is a padlock icon displayed on the class tab, this means that the date has been locked for this class, and no attendance codes may be entered from the gradebook.



Attendance Grid

The Attendance Grid screen displays all of the student attendance codes entered during the marking period for a class. You may access the **Attendance Grid** from the Home Page or Quick Attendance screens.

The attendance codes are color-coded and preset to the M-DCPS approved attendance codes.

By default, the current date is the highlighted column within the current week, and the number of other date columns will depend on the display of your computer screen. Use the left and right arrows next to the date field to scroll the display one week at a time to the left or right. Jump to another date range using the calendar icon to select the date. You may enter the date into the field or enter a "Smart Date" description, such as yesterday, next Monday, last week Thursday, and tomorrow, etc. You may also use Spanish.

Attendance Grid											
01-English for S...		01-Language Arts		02-Mathematics		02-Reading		02-Science		03-Social St...	
Name (Last, First)	3/24 ✓ Mon	3/25 ✓ Tue	3/26 Wed	3/27 Thu	3/28 📅 Fri	3/31 📅 Mon	4/1 📅 Tue	 March 2008 S M T W T F S 24 25 26 27 28 29 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 Today is 3/24/2008			
1 Ayala, Kendall T	ENT										
2 Castro, Quinn V	T										
3 Ellison, Melody R		T									
4 Espinoza, Jazmin											
5 Flynn, Reagan D	A	A									
6 Frazier, Kaiden V											
7 Gilmore, Karen W	U										

If you select a class from the class tabs at the top of the screen, the date range will remain the same.

Total attendance by marking period, grouped by tardy codes and absence codes, is displayed in the column on the right. To change the marking period, click the drop-down list at the top of the column and select the marking period.

3rd 9 Weeks ▼
Subject Grade
1st 9 Weeks
2nd 9 Weeks
3rd 9 Weeks
4th 9 Weeks

Attendance codes with a red triangle in the upper right corner of the cell have a comment associated with them. Hovering the mouse cursor over the cell will display a pop-up balloon with the comment.



If attendance has been entered for any date for a class, a checkmark will be displayed by the date at the top of the column.

3/24 ✓	3/25 ✓	3/26	3/27	3/28
Mon	Tue	Wed	Thu	Fri

If there is a padlock icon at the top of a column, attendance has been locked for that date, and no attendance codes may be entered.

5/28 ✓
Monday

To edit or enter any attendance codes, click the date at the top of a column to go to **Quick Attendance** for that date.



Name (Last, First)	3/24 ✓ Mon	3/25 ✓ Tue	3/26 Wed
1 Ayala, Kendall T	ENT		
2 Castro, Quinn V	T		
3 Ellison, Melody R		T	
4 Espinoza, Jazmin			
5 Flynn, Reagan D	A	A	
6 Frazier, Kaiden V			
7 Gilmore, Karen W	U		
8 Hampton, Sarah G			

Updating Daily Code

Attendance Editor

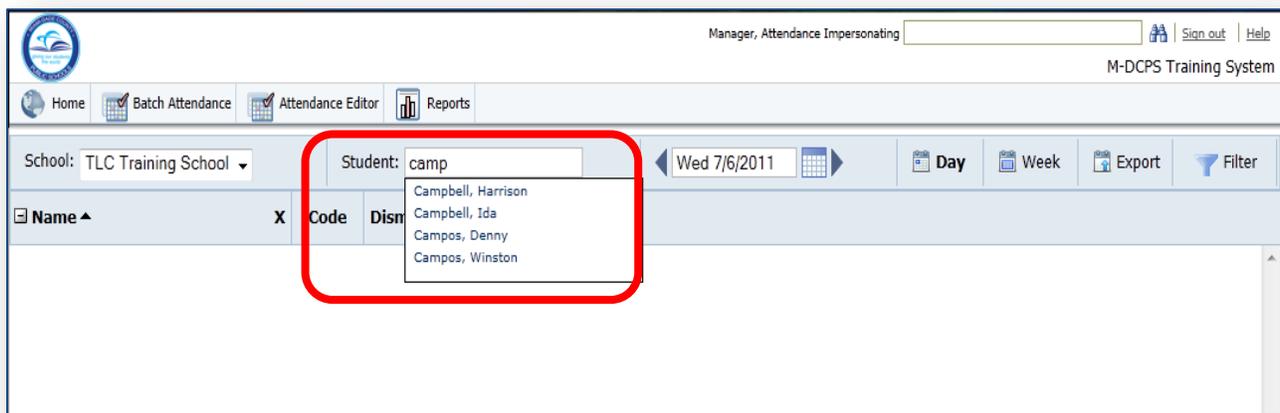
The Attendance Editor feature is used to manage attendance one student at a time to update the Daily Code for past, current or future attendance.

Examples of when to use Attendance Editor:

- Student arrives to school late
- Student checks out early
- Indoor/Outdoor suspension
- Religious Holiday
- Special Note (Field trips or Student Success Center Program)

To update Daily Code without touching the class attendance for one or more students:

- ▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)
- ▼ From the Gradebook Home page, click the **Attendance Editor** link.
- ▼ In the **Find Student** text box (upper left-hand corner), start typing the last name or the ID number of the student. When the student's name appears below, click it to select it. Repeat this step if more students are required.



- ▼ Click the cell for Daily Code, in the provided list in the **Code** column and select the appropriate attendance code. Repeat this step for all listed students.

Administrator, Pinnacle Impersonating [] | Sign out | Help
M-DCPS Training System

Home | Batch Attendance | Attendance Editor | Reports

School: TLC Training School | Student: [] | Wed 7/6/2011 | Day | Week | Export | Filter

Name	X	Code	Dismiss	Arrive	Comment
Campbell, Harrison	X				
DAILY		T			
HR(Y)-Elementary Homeroom		U		10:20 AM	Dr. appt with note from parent
01(Y)-Language Arts					
03(Y)-Reading-Elementary					
04(Y)-Mathematics - Grade Three					
05(Y)-Science - Grade Three					
06(Y)-Social Studies					
07(Y)-Art Elementary Grade 3					
08(Y)-Music					
09(Y)-Physical Education - Grade 3					
10(Y)-Spanish Language Arts in the					
Salazar, Jeanne	X				
DAILY		E	Clear		
HR(Y)-Elementary Homeroom			U		
01(Y)-Language Arts			U2		
02(Y)-English for Speakers of Other			A		
03(Y)-Reading-Elementary			A2		
03(Y)-Spanish for Spanish Speakers			T		
04(Y)-Mathematics - Grade Two			T2		
05(Y)-Science - Grade Two, ESOL-R			TU		
06(Y)-Social Studies			TU2		
07(Y)-Art Elementary Grade 2			ENT		
08(Y)-Music			WD		
09(Y)-Physical Education - Grade 2			NS		
Ward, Irwin	X				
DAILY		S	O		Field Trip to Museum of Science
HR(Y)-Elementary Homeroom			M		Field Trip to Museum of Science
01(Y)-Language Arts			X		Field Trip to Museum of Science
02(Y)-English for Speakers of Other					Field Trip to Museum of Science
03(Y)-Reading-Elementary					Field Trip to Museum of Science

Important Notes:

- Only **current day** absences and tardies are electronically **uploaded to DISIS**. All other codes must be manually updated in DISIS and the Daily Reason in Gradebook
- Entry of arrival or dismissal time and comments are completely optional

Batch Attendance

The Batch Attendance feature can be used by attendance managers to mass update students' Official Daily School Attendance (a.k.a. the Daily Code) for past, current or future attendance.

Examples of when to use Batch Attendance:

- Field Trips for a few students or a group
- Late bus

To update the Daily Code for a large number of students or for a group without touching class attendance

▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)

▼ From the Gradebook Home page, click the **Batch Attendance** link.

▼ Set the Date Range

▼ Find Class – Allows you to add attendance to all of the students in one or more classes.

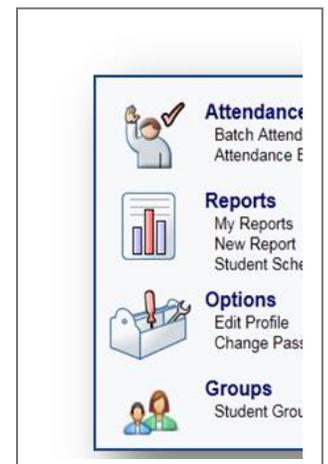
▼ Find Student – Allows you to add attendance to one or more students that you manually choose OR... to take attendance for all of the students in a group.

▼ Select **DAILY** in the Hour box.

▼ Choose the appropriate **Attendance Code**.

Comments are optional.

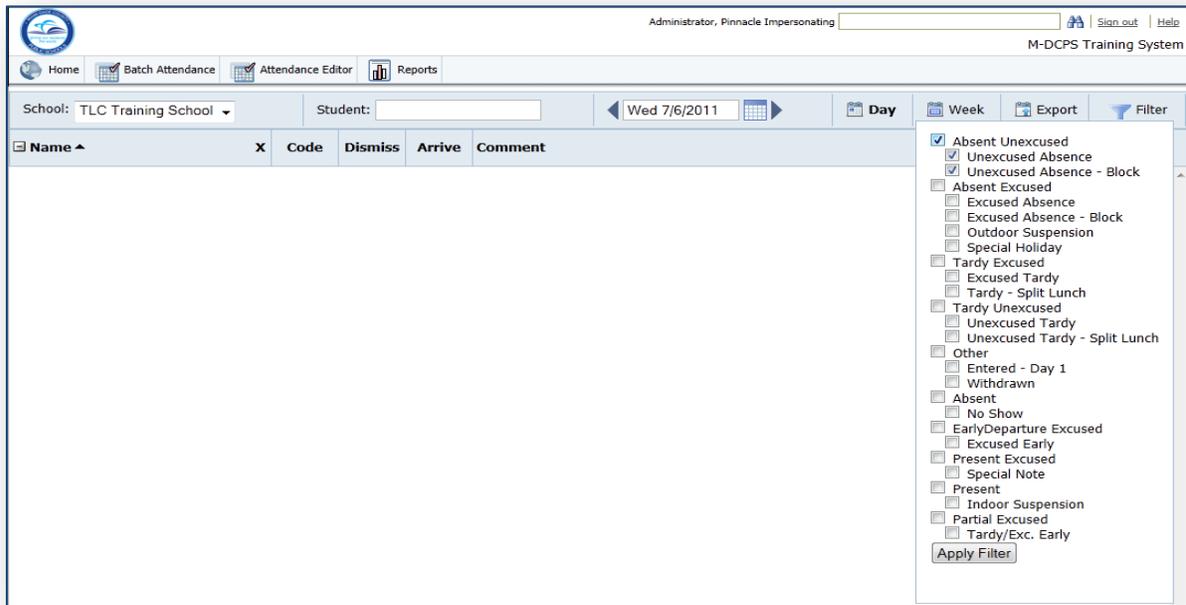
▼ Click **Submit**.

A screenshot of the 'Batch Attendance' form in the M-DCPS Training System. The form is titled 'Manager, Attendance Impersonating' and includes a 'Sign out' and 'Help' link. The navigation bar shows 'Home', 'Batch Attendance', 'Attendance Editor', and 'Reports'. The form is divided into several sections: 'Date Range' with 'Start' and 'End' date pickers set to 'Thu 4/26/2012'; 'Students' with a 'School' dropdown set to 'TLC Training School', and 'Find Class' and 'Find Student' input fields; 'Hours' with a dropdown menu showing 'All day', 'DAILY', 'HR(Y)', '00(Y)', and '01(2)'; and 'Attendance' with a 'Code' dropdown set to 'S - Special Note' and a 'Comment' text box containing 'Take Your Child to Work'. 'Submit' and 'Clear' buttons are at the bottom.

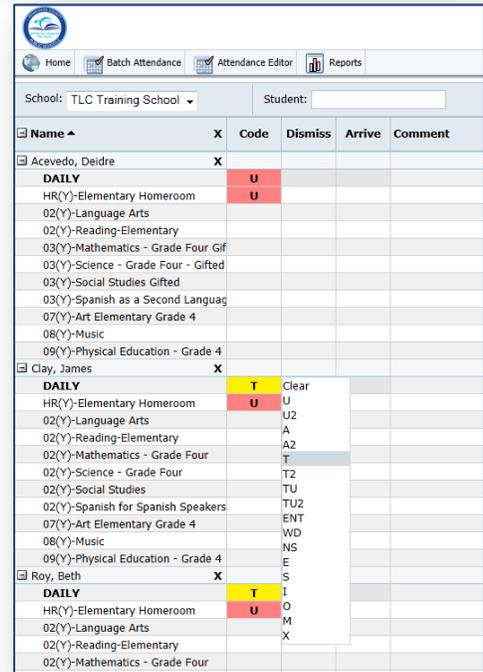
Filtering Students

The filter function is used to find all students that match attendance code criteria coming from the teachers' gradebooks.

- ▼ From the Attendance Editor, click the **Filter** icon
- ▼ Select 1 or more attendance codes from the list to filter on, then click **Apply Filter**



- ▼ Update the Daily Code for any required student



Attendance History

This feature in Gradebook gives the teacher and Attendance Manager the ability to view single student attendance history for a specific date, in a popup window.

On the Attendance Grid or Attendance Editor page, you can right-click a cell under a date in a student row to open a new window titled Attendance History for that date and student.

The screenshot shows a web application interface with a popup window titled "Attendance History". The background interface includes a navigation menu with "Home" and "Batch Attendance", a school selection dropdown set to "TLC Training School", and a list of students with "Hooper, Anita" selected. The popup window contains the following information:

- Teacher Name:** Pickles, Dilbert
- School Name:** TLC Training School
- Room No.:** 4233
- Course/Section:** 9001_5001
- Class Title:** HR(Y)-Elementary Homeroom
- Student Name:** Hooper, Anita

Below this information is a date selector showing "Wed 7/6/2011" with a calendar icon. Underneath is a table with the following data:

Date & Time	Timeslot	Attendance Code	Comment	Modified by
07/06/2011 13:18:01	1	T		Manager, Attendance
07/06/2011 13:17:56	1	A		Manager, Attendance
07/06/2011 13:17:24	1	U		Pickles, Dilbert

At the bottom of the popup are "Save" and "Cancel" buttons.

Reports

There are a number of reports available from the Pinnacle Gradebook application on school, class and student attendance, as well as schedules and tracking the taking of attendance from the teachers. All of these **Reports** may be accessed from the Home Page.

▼ From the Gradebook home page, click **New Report**



▼ Or...Click the **My Reports** link

The initial screen for **My Reports** is a list of previously requested Crystal Reports which may be repeatedly previewed or printed or updated with current information before previewing or printing. It may also be regarded as an In-Box for large requested Crystal Reports since you may log out or exit the application. When you return, your report will be waiting for you.



To request a report, click **New Report** on the Home Page or click the **New** button on the My Reports page. Reports which have been marked as **Favorites** will be displayed at the top of the screen.

Report defaults may include **Attendance, Demographics, Discipline, Grading, Notes,** and **Other**. To view the reports in each category, expand the list by clicking the plus sign (+) to the left of the category title or you may clicking **Expand All** to show all of the reports available.

Any of these reports maybe designated as a Favorite by clicking the star icon  next to the report. Clicking the star again  will remove the designation.

To run a report, click the title of the report. You will be presented with a parameters page. Each report will have a different set of parameters (or options) to fill in. Complete the required information and then click the Run Report button at the bottom of the page.

Attendance Tracking Report

This report is run on a daily basis to identify teachers that have or have not recorded attendance in their gradebooks.

- d. From the Gradebook home page, click **New Report**



- e. Click the “+” next to the Attendance category

- f. Click the Attendance Tracking report link

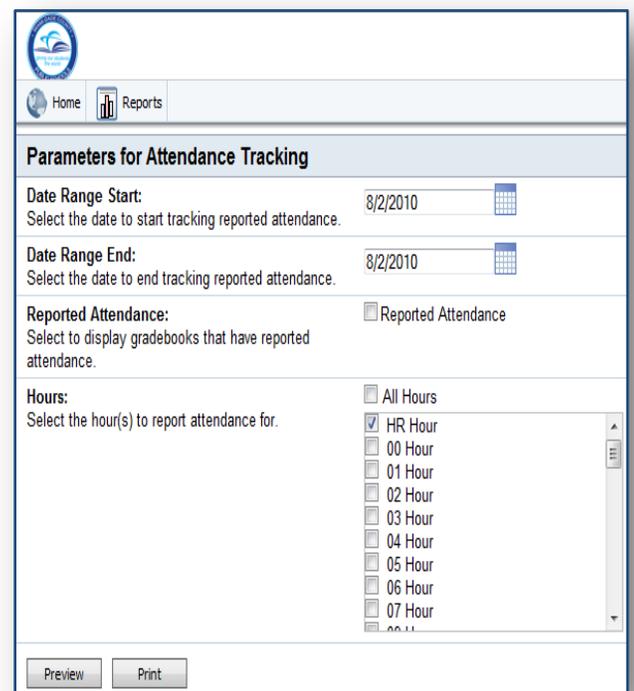


- g. Verify that the date range is set for today's date

- h. Verify that you have a check mark next to the ODSA class and remove the check mark next to all of the others

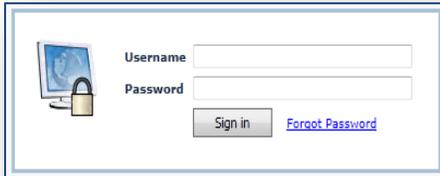
- Elementary Schools use HR
- Middle Schools use 00
- High Schools use either 01 or 02

- i. Click the **Print** button

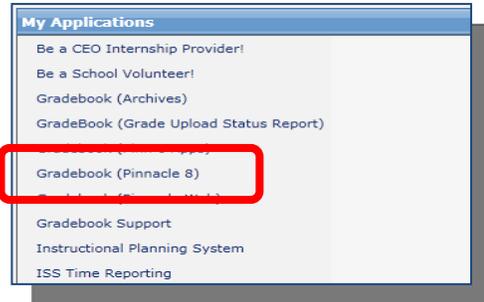
A screenshot of the 'Parameters for Attendance Tracking' form in a web application. The form has a navigation bar with 'Home' and 'Reports' links. Below the navigation bar, there is a 'Parameters for Attendance Tracking' section. The form contains several fields: 'Date Range Start:' with a value of '8/2/2010' and a calendar icon; 'Date Range End:' with a value of '8/2/2010' and a calendar icon; 'Reported Attendance:' with a checked checkbox labeled 'Reported Attendance'; and 'Hours:' with a list of options: 'All Hours', 'HR Hour' (checked), '00 Hour', '01 Hour', '02 Hour', '03 Hour', '04 Hour', '05 Hour', '06 Hour', and '07 Hour'. At the bottom of the form, there are two buttons: 'Preview' and 'Print'.

Attendance Export

1. Login to the Employee Portal
2. Click on the **Applications/Sites** tab
3. Click on the link **Gradebook (Pinnacle)**

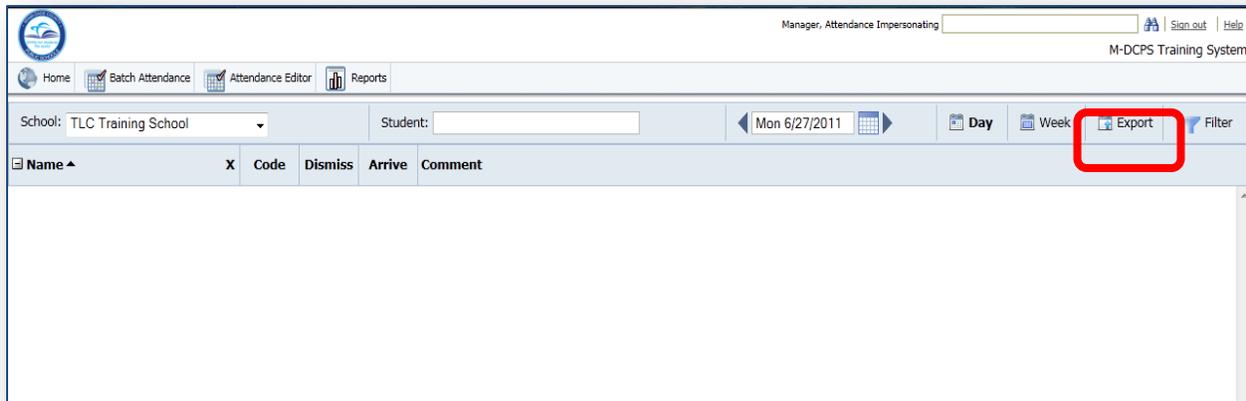


A login form with a computer icon and a padlock icon. It contains fields for Username and Password, a Sign in button, and a Forgot Password link.



4. Type your Username: **Employee number**
5. Type your Password: **Network Password**

6. From the Gradebook home page, Click the **Attendance Editor**
7. In the Attendance Editor, click the **Export** button (see **Important Notes** below)
8. If you support more than 1 school, select another school from the **School** drop list and click the **Export** button again.



A screenshot of the Attendance Editor interface. The interface includes a navigation bar with Home, Batch Attendance, Attendance Editor, and Reports. Below the navigation bar, there are fields for School (TLC Training School) and Student. A date selector shows Mon 6/27/2011. There are buttons for Day, Week, Export, and Filter. The Export button is highlighted with a red box. Below the buttons is a table with columns: Name, X, Code, Dismiss, Arrive, and Comment.

Important Notes:

- **Pay careful attention to the screen.** You will be notified of the successful upload by the message:

 Attendance Export Completed successfully.

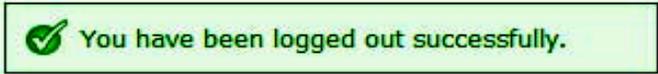
- The message last for only a few seconds.
- If you must upload again, please submit a HEAT ticket. Select "Ask IT'S A Question" from the drop list

Highly Recommended Reports

- ▼ Attendance: Attendance Tracking
- ▼ Attendance: Attendance List
- ▼ Attendance: Skipped Classes
- ▼ Administrative: Daily Student Attendance Report by Period
- ▼ Administrative: Substitute Teacher Attendance Roster
- ▼ Administrative: Attendance History Report
- ▼ Administrative: Course Attendance Grid

Logging out

When you are finished working in your gradebook, be sure to click the  link in the upper right corner of the screen. This will ensure that you've completely logged out of the gradebook. You will see a message similar to this:



 You have been logged out successfully.

Approved Attendance Codes

Code	Description	Attendance Weight	Who can enter this code?
A	Excused Absence	1	All Teachers / Attendance Manager
A2	Excused Absence – Block Schedule	2	All Teachers / Attendance Manager
U	Unexcused Absence	1	All Teachers / Attendance Manager
U2	Unexcused Absence – Block Schedule	2	All Teachers / Attendance Manager
T	Excused Tardy	1	All Teachers / Attendance Manager
T2	Excused Tardy – Block Schedule (Split Lunch)	2	All Teachers / Attendance Manager
TU	Unexcused Tardy	1	All Teachers / Attendance Manager
TU2	Unexcused Tardy – Block Schedule (Split Lunch)	2	All Teachers / Attendance Manager
ENT	Entered Class	0	All Teachers / Attendance Manager
WD	Withdrawn from Class	0	All Teachers / Attendance Manager
NS	No Show	0	All Teachers / Attendance Manager
E	Excused Early	0	Attendance Manager – ODSA class only
S	Special Note (i.e. field trip, Alternative to Outdoor Suspension Program, assembly, etc.)	0	Attendance Manager – ODSA class only
I	Indoor Suspension	0	Attendance Manager – ODSA class only
O	Outdoor Suspension	1	Attendance Manager – ODSA class only
M	Tardy and Excused Early	0	Attendance Manager – ODSA class only
X	Special Holiday / Military Connected Students	0	Attendance Manager

For students marked with an “E, S, I, O, M or X” for official (homeroom) attendance, teachers must use an excused absence (A or A2) for class attendance. Teachers can add a comment to denote a reason for excused absence.

VI. STUDENT'S RESPONSIBILITIES

The goal of every child should be that of a "model student." A model student is expected to be present at school each and every day, attend class as scheduled, arrive at school and class(es) on time, and demonstrate appropriate behavior and a readiness to learn.

Student's responsibilities as defined by Board Policy [5200](#) - Attendance:

A. Attend classes one hundred and eighty (180) days each school year or the number of instructional days prescribed for the school the student attends.

B. Request the make-up assignments for all excused absences/tardiness from teachers upon return to school or class within three (3) days.

It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.

C. Complete the make-up assignments for classes missed within the equivalent number of days absent;

Failure to make-up all assignments will result in lower assessment of the student's academic and/or effort grade.

D. Be reported as present for the school day in order to participate in athletic and extracurricular activities.

Course Make-up

Request the make-up assignments for all excused absences/tardiness from their teachers within three (3) school days upon their return to school. It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work.

The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Teachers are not required to provide make-up work for the unexcused student absences/tardiness. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

VII. PARENT'S RESPONSIBILITIES

The parent shall be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child. Board Policy [5200](#) - Attendance, states that "absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.

Parents are expected to:

- Report and explain an absence or tardiness to the school.
Failure of the parent to provide required documentation within three days upon the student's return to school will result in an unexcused absence.
- Ensure that the child has requested and completes make-up assignments for all excused absences/tardiness from their teachers upon their return to school or class.
- Appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.

Course Make-up

Make-up assignments for all excused absences/tardiness should be requested within three (3) days of the student's return to school or class. It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work.

The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Teachers are not required to provide make-up work for the unexcused student absences/tardiness. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

VIII. RESOURCES TO MONITOR STUDENTS ATTENDANCE

Early intervention is one of the most effective ways of producing good attendance for students. The following reports and systems can be of assistance:

A. **Daily Student Attendance Report by Period**

- This report can be accessed from the New Reports→Administrative of the Electronic Gradebook.
- Compares Daily (School Attendance) to Class Attendance.

B. **Attendance Tracking**

- This report can be accessed from the New Reports→Attendance Category.
- Tracks teachers who have taken or not taken attendance.

C. **Students with 6-14 Absences**

- This report can be accessed from the Employee Portal – Reports Tab – Attendance

D. **15 or More Absences Cumulative Count**

- This report can be accessed from the Employee Portal – Reports Tab – *Attendance*
- After fifteen (15) unexcused absences within a ninety (90) calendar day period the school principal or designee must give written notice to the student's parent to request their attendance at a **“Truancy Child Study Team”** meeting to discuss the attendance problem and identify potential remedies.

The parent and student portals will display a message advising the parent and student of the number of unresolved unexcused absences of the student. In addition, the message will indicate that the academic grades may be in jeopardy.

IX. RECOMMENDED ATTENDANCE STRATEGIES AND INCENTIVES

Schools are encouraged to develop specific intervention strategies and incentives directed to meet the needs of their students and community. The following is a list of standard interventions and incentives recommended for all schools:

- **Intervene early. Do not wait.**
- Provide parents with a copy of attendance policy.
- Communicate attendance policies and procedures i.e., school website, PTA/PTSA meetings, Educational Excellence School Advisory Council (EESAC) meetings, school reception areas, and community flyers.
- Develop and provide attendance workshop for students and parents regarding their legal obligation to assume a greater responsibility for assuring daily student attendance (may be done during PTA/PTSA meetings, ESSAC meetings, open house meetings, homeroom announcements, or assemblies of students).
- Develop an incentive program to promote good attendance for all students:
 - Free homework coupons
 - Uniform pass
 - Jeans pass
 - Jersey day
 - Free tickets to events, i.e., athletics and etc
 - Praise students for Perfect Attendance
 - Praise and reward for students and teachers for improved student attendance
 - PTA /PTSA involvement incentives
 - Community supported incentives
- Develop school attendance improvement plan and attendance contract.
- Develop plan to address attendance with teachers.
- Make use of indoor suspension in lieu of outdoor suspension.
- Provide students with academic support via in school and out of school tutoring.
- Recommend and connect students and families to community agencies that can provide services.
- Ensure that the Parent Resource Center is accessible for all parents.
- Utilize services to assist homeless and economically disadvantaged families.
- Encourage students to participate in social and athletic activities.
- Conduct home visits by community involvement specialist and/or social worker.
- Develop plan of escalating consequences for excessive unexcused absences and release of grades withheld.
- Non participation in extra-curricular and athletic activities (with varying time spans)
- After-school office or school media assistant (with varying time spans).
- Tutoring of lower academic performing students (dependent on student's demonstrated academic abilities).
- Recommendation to adult/vocational program.
- Saturday school.
- On-line learning.
- Service learning project

X. PERFECT ATTENDANCE

Each grading period principals are presented with a letter from the Superintendent of Schools commending them for achieving outstanding student attendance. Parents and students are presented with a letter from the principal for their efforts in attending school everyday during the grading period.

- A student will be identified as having “Perfect Attendance” when present or in attendance 180 days each school year in Miami-Dade County Public Schools.
- **Attendance is not counted for students who have attended a private school or any other public school outside M-DCPS; therefore, those years cannot be counted toward “Perfect Attendance.”**
- Attendance is not counted or reported during the time a student is enrolled in the Florida Home Education Program; therefore, those years cannot be counted toward “Perfect Attendance.”
- A student who submits satisfactory documentation regarding absences due to the observance of a religious holiday or because the tenets of that student’s religion forbid secular activity at such time, and who satisfactorily make-up any examinations and assignments which have been missed, should not be disqualified from “Perfect Attendance” recognitions/awards/incentives at the school or district level.
- Military Connected Students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level.
- Students are to be counted in attendance only if they are actually present for at least **two** hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student, as per Board Policy [5200](#) – Attendance.

[Section 1003.02\(1\)\(b\), F. S. states](#), “District school boards are authorized to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences.”

A student who has 20 or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.

Note – These aforementioned guidelines are district guidelines for commendations of attendance of students. Specific guidelines for commendations at the school may be developed to promote perfect attendance.

XI. ADDITIONAL ASSISTANCE

Should you require additional information regarding attendance reporting, please email for assistance:

Charlene Burks (Administrative Director)	CBurks@dadeschools.net
Martha M. Montaner (Administrative Director)	MMontaner@dadeschools.net
Lianne Battle-Baez (Student Funding Specialist)	LBattle-baez@dadeschools.net
Betsy McCray (Student Funding Specialist)	BNadal@dadeschools.net
Alvaro Chozo	AChozo@dadeschools.net
Ana Echevarria	AnaEchevarria@dadeschools.net
Elizabeth Ferreiro	EFerreiro@dadeschools.net
Celestine Johnson	CJohnson@dadeschools.net
Ana Leon	ALeon@dadeschools.net
Tessie Mackey	TeeMac@dadeschools.net
Clara O'Reilly	CO'Reilly@dadeschools.net
Lili Quesada	LQuesada@dadeschools.net
Rosa Roman	RRoman@dadeschools.net
Fawne Ryan	RyanFawne@dadeschool.net

XII. RELATED STATUTES, STATE AND BOARD POLICYS

Board Policies

- ☐ [5200](#) Attendance
- ☐ [5215](#) Missing and Absent Children
- ☐ [5223](#) Absences for Religious Instruction
- ☐ [5225](#) Absences for Religious Holidays
- ☐ [5230](#) Late Arrival and Early Dismissal

Chapters, Florida State Statutes

- ☐ [1003.21](#) School attendance
- ☐ [1003.23](#) Attendance records and reports
- ☐ [1003.24](#) Parents responsible for attendance of children; attendance policy
- ☐ [1001.53](#) District school superintendent responsible for enforcement of attendance
- ☐ [1003.26](#) Enforcement of school attendance
- ☐ [1003.27](#) Court procedures and penalties

State Board Policies

- ☐ [6A-1](#) Finance and Administration
- ☐ [6A-1.044](#) Pupil Attendance Records

Note: These statutes are subject to change based on legislative decisions.

EXHIBIT #1

ENTRIES INTO FLORIDA PUBLIC SCHOOLS	
E01	ANY PK-12 STUDENT WHO WAS ENROLLED IN A PUBLIC SCHOOL IN THIS SCHOOL DISTRICT THE PREVIOUS SCHOOL YR.
E02	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PUBLIC SCHOOL OUTSIDE OF THIS DISTRICT IN FLORIDA.
E2A	SAME AS E02 BUT PUBLIC SCHOOL IN ANOTHER STATE OR TERRITORY.
E03	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PRIVATE SCHOOL IN ANY FLORIDA SCHOOL DISTRICT.
E3A	SAME AS E03 BUT PRIVATE SCHOOL IN ANOTHER STATE OR TERRITORY.
E04	ANY PK-12 STUDENT WHO IS ENROLLING IN A PUBLIC SCHOOL IN THIS DISTRICT AFTER HAVING BEEN IN HOME EDUCATION IN ANY FLORIDA SCHOOL DISTRICT.
E4A	SAME AS E04 BUT HOME EDUCATION IN ANOTHER STATE OR TERRITORY.
E05	ANY STUDENT ENTERING PK OR KG FOR THE FIRST TIME
E09	ANY PK-12 STUDENT WHO ENTERS A FLORIDA SCHOOL FROM OUT OF THE COUNTRY
RE-ENTERING INTO FLORIDA PUBLIC SCHOOLS	
R01	ANY PK-12 STUDENT WHO WAS RECEIVED FROM ANOTHER ATTENDANCE REPORTING UNIT IN THE SAME SCHOOL
R02	ANY PK-12 STUDENT WHO WAS RECEIVED FROM ANOTHER SCHOOL IN THE SAME DISTRICT
R03	ANY PK-12 STUDENT WHO UNEXPECTEDLY REENTERS A SCHOOL IN THE SAME DISTRICT AFTER WITHDRAWING OR BEING DISCHARGED

WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS	
*PRINCIPALS ARE REMINDED THAT THEY ARE TO MAKE AND DOCUMENT EFFORTS TO ASCERTAIN THE WHEREABOUTS OF ANY STUDENT IDENTIFIED AS A NO SHOW (DNE).	
*DNE	ANY PK-12 STUDENT WHO WAS EXPECTED TO ATTEND A SCHOOL BUT DID NOT ENTER AS EXPECTED FOR UNKNOWN REASONS
WD1	STANDARD HIGH SCHOOL DIPLOMA (DEFERRED RECEIPT)
WFA	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA BASED ON AN 18-CREDIT COLLEGE PREPARATORY GRADUATION OPTION AND SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT
WFB	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA BASED ON AN 18-CREDIT CAREER PREPARATORY GRADUATION OPTION AND SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT
WFT	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT
WFW	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND AN A FCAT WAIVER
WGA	ANY STUDENT IN A GED EXIT OPTION MODEL WHO PASSED THE GED TESTS, SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT, AND WAS AWARDED A STANDARD DIPLOMA
WGD	ANY STUDENT PARTICIPATING IN THE GED EXIT OPTION MODEL WHO PASSED THE GED TESTS, BUT DID NOT PASS THE GRADUATION TEST AND WAS AWARDED A STATE OF FLORIDA DIPLOMA
WPO	ANY STUDENT WHO IS WITHDRAWN FROM SCHOOL SUBSEQUENT TO RECEIVING A W07, W08, W09, OR W27 DURING THE STUDENT'S YEAR OF HIGH SCHOOL COMPLETION
WRW	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND AN ASSESSMENT WAIVER
WXL	STANDARD HIGH SCHOOL DIPLOMA (ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) OPTIONS
WXT	STANDARD HIGH SCHOOL DIPLOMA (ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) CONCORDANT AND/OR COMPARATIVE SCORE

EXHIBIT #1(Continued)

WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS (Continued)	
WXW	STANDARD HIGH SCHOOL DIPLOMA (ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) STATEWIDE ASSESSMENT WAIVER
W01	ANY PK-12 STUDENT PROMOTED, RETAINED OR TRANSFERRED TO ANOTHER ATTENDANCE REPORTING UNIT IN THE SAME SCHOOL
W02	ANY PK-12 STUDENT PROMOTED, RETAINED OR TRANSFERRED TO ANOTHER SCHOOL IN THE SAME DISTRICT
W3A	ANY PK-12 STUDENT WHO WITHDRAWS TO ATTEND A PUBLIC SCHOOL IN ANOTHER DISTRICT IN FLORIDA
W3B	ANY PK-12 STUDENT WHO WITHDRAWS TO ATTEND ANOTHER PUBLIC SCHOOL OUT-OF-STATE
W04	ANY PK-12 STUDENT WHO WITHDRAWS TO ATTEND A NONPUBLIC SCHOOL IN- OR OUT-OF-STATE
W05	ANY STUDENT AGE 16 OR OLDER WHO LEAVES SCHOOL VOLUNTARILY WITH NO INTENTION OF RETURNING
W06	ANY STUDENT WHO GRADUATED FROM SCHOOL AND MET ALL OF THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA
W6A	ANY STUDENT WHO GRADUATED FROM SCHOOL AND MET ALL OF THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA, BASED ON THE 18-CREDIT COLLEGE PREPARATORY GRADUATION OPTION
W6B	ANY STUDENT WHO GRADUATED FROM SCHOOL AND MET ALL OF THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA, BASED ON THE 18-CREDIT CAREER PREPARATORY GRADUATION OPTION
W07	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A SPECIAL DIPLOMA BASED ON OPTION ONE-MASTERY OF SUNSHINE STATE STANDARDS FOR SPECIAL DIPLOMA
W08	ANY STUDENT WHO RECEIVED A CERTIFICATE OF COMPLETION
W8A	ANY STUDENT WHO MET ALL OF THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA EXCEPT PASSING THE GRADUATION TEST AND RECEIVED A CERTIFICATE OF COMPLETION AND IS ELIGIBLE TO TAKE THE COLLEGE PLACEMENT TEST AND BE ADMITTED TO REMEDIAL OR CREDIT COURSES AT A STATE COMMUNITY COLLEGE AS APPROPRIATE
W8B	ANY STUDENT WHO RECEIVED A CERTIFICATE OF COMPLETION. THE STUDENT MET THE MINIMUM CREDITS, BUT DID NOT PASS THE STATE APPROVED GRADUATION TEST OR AN ALTERNATE ASSESSMENT, AND/OR DID NOT ACHIEVE THE REQUIRED GPA.
W8C	ANY STUDENT WHO MET ALL OF THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA (18-CREDIT OPTION) EXCEPT PASSING THE STATE APPROVED GRADUATION TEST AND RECEIVED A CERTIFICATE OF COMPLETION AND IS ELIGIBLE TO TAKE THE POSTSECONDARY EDUCATION READINESS TEST (P.E.R.T.) AND BE ADMITTED TO REMEDIAL OR CREDIT COURSES AT A STATE COMMUNITY COLLEGE AS APPROPRIATE.
W09	ANY STUDENT WHO RECEIVED A SPECIAL CERTIFICATE OF COMPLETION
W10	ANY STUDENT IN A GED EXIT OPTION MODEL WHO PASSED THE GED TESTS AND THE GRADUATION TEST AND WAS AWARDED A STANDARD DIPLOMA
W12	ANY PK-12 STUDENT WITHDRAWN FROM SCHOOL DUE TO DEATH
W13	ANY PK-12 STUDENT WITHDRAWN FROM SCHOOL DUE TO COURT ACTION/PROTECTIVE SHELTER HOME
W15	ANY PK-12 STUDENT WHO IS WITHDRAWN FROM SCHOOL DUE TO NONATTENDANCE
W18	ANY PK-12 STUDENT WHO WITHDRAWS FROM SCHOOL DUE TO MEDICAL REASONS
W21	ANY PK-12 STUDENT WHO IS WITHDRAWN FROM SCHOOL DUE TO BEING EXPELLED
W22	ANY PK-12 STUDENT WHOSE WHEREABOUTS IS UNKNOWN
W24	ANY PK-12 STUDENT WHO WITHDRAWS FROM SCHOOL TO ATTEND A HOME EDUCATION PROGRAM
W25	ANY STUDENT UNDER THE AGE OF 6 WHO WITHDRAWS FROM SCHOOL
W26	ANY STUDENT WHO WITHDRAWS FROM SCHOOL TO ENTER THE ADULT EDUCATION PROGRAM PRIOR TO COMPLETION OF GRADUATION REQUIREMENTS
W27	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A SPECIAL DIPLOMA BASED ON OPTION TWO-MASTERY OF EMPLOYMENT AND COMMUNITY COMPETENCIES

EXHIBIT #2

2016-2017 RELIGIOUS HOLIDAYS CALENDAR

DAY	DATE	RELIGION	HOLIDAY
Wednesday or Thursday	July 6 or 7, 2016	*Islamic	Eid al-Fitr (End of Ramadan)
Wednesday	September 14, 2016	Greek Orthodox	Exaltation of the Cross
Tuesday	October 4, 2016	Jewish	Rosh Hashanah (2 nd day)
Tuesday	October 11, 2016	*Islamic	Ashura
Monday/Tuesday	October 17-18, 2016	Jewish	Sukkot (First 2 days)
Thursday	October 20, 2016	Baha'i	Birth of the Báb
Monday	October 24, 2016	Jewish	Shemini Atzeret
Tuesday	October 25, 2016	Jewish	Simchat Torah
Wednesday	November 2, 2016	Rastafarian	Coronation of Emperor Haile Selassie I
Monday	November 28, 2016	Baha'i	Ascension of Abdu'l-Baha
Thursday	February 2, 2017	Greek Orthodox	Presentation of Our Lord
Tuesday	March 21, 2017	Baha'i	Naw Ruz (New Year)
Monday/Tuesday	April 17-18, 2017	Jewish	Pesach (Last 2 days of Passover)
Friday	April 21, 2017	Baha'i	First Day of Ridvan
Monday	April 24, 2017	Jewish	Yom HaShoah
Tuesday	May 2, 2017	Baha'i	Twelfth Day of Ridvan
Tuesday	May 23, 2017	Baha'i	Declaration of the Báb
Wednesday	May 31, 2017	Jewish	Shavuot

Listed below are additional dates that may affect personnel attendance.

Monday	October 3, 2016	Jewish	Rosh Hashanah (1 st day)
Wednesday	October 12, 2016	*Islamic	Ashura

*Note: Islamic Holidays may vary one to two days due to their calendar being based on the lunar cycle.

Federal and State Compliance Office
May 19, 2016

EXHIBIT #3

PRINCIPAL'S ATTENDANCE REPORT CALENDAR

PRINCIPAL'S ATTENDANCE REPORT CALENDAR 2016-2017

FOR SCHOOLS OPERATING 180 DAYS						
RPT. NO.	BEGINNING DATE	ENDING DATE	NO. DAYS ATT.	HOLIDAYS OR DAYS STUDENTS NOT PRESENT	RUN DATE	ONLINE PRINCIPAL'S CERTIFICATION OF ATTENDANCE NO LATER THAN
1	August 22, 2016	October 27, 2016	45	4 - August 30, 2016 September 5, 2016 October 3, 12, 2016	October 29, 2016	November 3, 2016
2	October 28, 2016	January 20, 2017	45	16 - November 8, 11, 23, 24, 25, 2016 December 26-30, 2016 January 2-6, 16, 2017	January 20, 2017	January 27, 2017
3	January 24, 2017	March 23, 2017	42	1 - February 20, 2017	March 23, 2017	March 30, 2017
4	March 27, 2017	June 8, 2017	48	1 - May 29, 2017	June 8, 2017	June 15, 2017

NOTE: END OF YEAR CERTIFICATION MUST BE COMPLETED AT THE SAME TIME AS THE FOURTH REPORT CERTIFICATION.

NOTE: SUMMER DATES TO BE ANNOUNCED.
SUMMER SCHOOL CERTIFICATION MUST BE COMPLETED PRIOR TO THE ESTABLISHED ROLLOVER DATE.

EXHIBIT #4

Sample of U.S. Postal Service
 Certified Mail Receipt and
 Domestic Return Receipt Card

1111 0000 1111 0000 1111 U.S. POSTAL SERVICE CERTIFIED MAIL [™]		<p style="text-align: center;">U.S. Postal Service[™] CERTIFIED MAIL[™] RECEIPT <i>(Domestic Mail Only; No Insurance Coverage Provided)</i></p> <p style="text-align: center; font-size: small;">For delivery information visit our website at www.usps.com.</p> <p style="text-align: center; font-size: x-large; color: green; opacity: 0.5;">OFFICIAL USE</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Postage \$</td> <td style="width: 50%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Certified Fee</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Return Receipt Fee <small>(Special-Service Fee)</small></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Restricted Delivery Fee <small>(Consentment Required)</small></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Total Postage & Fees \$</td> <td></td> </tr> </table> <p style="text-align: right; font-size: small;">POSTER HERE</p>	Postage \$		Certified Fee		Return Receipt Fee <small>(Special-Service Fee)</small>		Restricted Delivery Fee <small>(Consentment Required)</small>		Total Postage & Fees \$	
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<p style="font-size: x-small;">PS Form 3800, June 2002 See Reverse for Instructions</p>												

UNITED STATES POSTAL SERVICE		First-Class Mail Postage & Fees Paid USPS [®] Permit No. G-10															
<p style="font-size: small;">* Sender: Please print your name, address, and ZIP+4 in this box *</p> <p style="font-size: large; margin: 0;">JOHN DOE GENETICS DEPT. NORTH CAROLINA STATE UNIVERSITY CAMPUS BOX 7614 RALEIGH NC 27695-7614</p>																	
<p style="font-weight: bold; font-size: small;">SENDER: COMPLETE THIS SECTION</p> <ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. <p style="font-size: x-small;">1. Addressee's name</p> <p style="margin: 0;">ROBERT MORGAN 102 CACTUS RD. ROSWELL NM 88202</p>	<p style="font-weight: bold; font-size: small;">COMPLETE THIS SECTION ON DELIVERY</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 50%;">A. Received by (Please Print Clearly)</td> <td style="width: 50%;">B. Date of Delivery</td> </tr> <tr> <td>C. Signature</td> <td><input type="checkbox"/> Agent</td> </tr> <tr> <td><input checked="" type="checkbox"/> X</td> <td><input type="checkbox"/> Addressee</td> </tr> <tr> <td>D. Is delivery address different from item 1? If YES, enter delivery address below:</td> <td><input type="checkbox"/> Yes</td> </tr> <tr> <td></td> <td><input type="checkbox"/> No</td> </tr> </table> <p style="font-size: x-small;">3. Service Type</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td><input checked="" type="checkbox"/> Certified Mail</td> <td><input type="checkbox"/> Express Mail</td> </tr> <tr> <td><input type="checkbox"/> Registered</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td><input type="checkbox"/> C.O.D.</td> </tr> </table> <p style="font-size: x-small;">4. Restricted Delivery? Extra Fee <input type="checkbox"/> Yes</p>	A. Received by (Please Print Clearly)	B. Date of Delivery	C. Signature	<input type="checkbox"/> Agent	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Addressee	D. Is delivery address different from item 1? If YES, enter delivery address below:	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Certified Mail	<input type="checkbox"/> Express Mail	<input type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Insured Mail	<input type="checkbox"/> C.O.D.
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<p style="font-size: x-small;">7. Article Number (Copy from service used)</p> <p style="margin: 0; font-size: large;">7999 3400 0001 7999 2274</p> <p style="font-size: x-small;">PS Form 3811, July 1999 50105-9000-1099</p>																	