

Student Attendance Manual

2021 - 2022

Student Accounting Services provides leadership to schools and departments with procedures and process to ensure accurate reporting and compliance with state rules, for Full-Time Equivalent (FTE) of students. Support and direction is also provided to schools and departments for student attendance procedures, coding, maintaining required documentation to meet state requirements and reporting accurate attendance data.



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General Information

Each school shall record and maintain enrollment and attendance information on the students enrolled in that school as required by Section 1003.23 of Florida Statute and by regulations of state and district boards.

Per the Florida Department of Education (FLDOE) Automated Student Attendance Recordkeeping System Handbook, the student attendance record keeping system has three basic purposes:

1. To meet the requirements of Section 1003.23, Florida Statutes, which requires the attendance or absence of students be checked on a daily basis;
2. To provide documented evidence of student's eligibility for inclusion in the FTE membership surveys;
3. To comply with the Florida Department of Education Information Database Requirements.

Penalty for Falsification of Attendance Records

1. Section 1003.23, Florida Statute states that all public school employees "shall keep all records and shall prepare and submit promptly all reports that may be required by law and by regulations of state and district boards." The statute describes documentation that shows the absence and attendance of every student, for every day of the school year. Violation of the provisions of this section [Section 1003.23] shall be a "misdemeanor of the second degree, punishable as provided by law."
2. Section 1003.27, Florida Statute states, "A principal or teacher in any public, parochial, denominational, or private school, or a private tutor who willfully violates any provision of this chapter may, upon satisfactory proof of such violation, have his or her certificate revoked by the Department of Education."

Enrollment Overview

The student information system (Focus) contains enrollment history that summarizes a student's Volusia County school enrollment. This information is transmitted to FLDOE during FTE survey periods. Documentation

that supports the data submitted during survey periods must be properly retained at each school site as directed by the [FTE Audit Checklist](#). Enrollment history is located on the student's Enrollment tab in the student information system. Changes can be processed on this screen.

Entry Coding

Students continuing from one year to the next will have an entry code assigned during the automated summer rollover process. Enrollment records are created for the upcoming school year for all students in active membership.

Students enrolling after the first day of school should be assigned the appropriate entry code indicating their prior educational experience. Refer to the *Entry Code Definitions, Appendix A*, for additional information on determining the appropriate code.

Primary and Second Schools of Enrollment

Students can only have one primary school of enrollment at a time but can have multiple second schools of enrollment. Enrollments between the primary and second school(s) can be concurrent, meaning the enrollments can overlap. The enrollment start date of a second school should not start before the primary school's start date. The student will be reported as a member of the primary school. Once a second school has been added, both the primary and the second school have access to edit the student's record. It is best practice for a second school to notify the primary school that a second school has been added.

- 8th Grade students who have not met all requirements for 9th Grade, but who are starting 9th grade and are finishing middle school coursework are identified as an 8.5 Grade student.
 - The middle school will be the primary school of enrollment and the high school will be marked as the second school of enrollment. The student will be enrolled into 8th Grade on both middle and high school enrollments.
 - Refer to the *8.5 Grade Enrollment Procedures, Appendix C* for additional information.

Re-entry Coding

Re-entry codes track the movement of a student within the same school year. A student is coded as a re-entry when he/she was previously enrolled in the district during the school year and has not had an intervening educational experience outside of Volusia County Public Schools. Students who withdraw to attend a private school, or school in another district and then return are NOT considered a re-entering student. Refer to the *Re-entry Code Definitions, Appendix B*, for additional information on determining the appropriate re-entry code. It would not be appropriate to use a re-entry code for the following:

- Students who are entering from a non-reported school; Part Time and Full Time Home School, Private School/Child Find Services
- Students who are withdrawn from a Volusia County DJJ school over the summer and prior to the beginning of the school year

Withdrawal Coding

Withdrawal is when a student exits membership from a school. Using the appropriate withdrawal code and date for the student upon that student's official withdrawal from school is imperative. Refer to the *Withdrawal Code Definitions, Appendix D*, for additional information on determining the appropriate code.

According to the FLDOE Automated Student Attendance Recordkeeping System Handbook, a withdrawal is official when one or more of the following occurs:

1. A parent or legal guardian notifies the school that the child is permanently leaving the school to enroll in another school or in home education;
2. 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;
3. The student has been transferred within the school or district by school officials;
4. The student has been promoted, graduated, has earned a certificate of completion or special certificate of completion, or holds a valid certificate of exemption from the superintendent as provided under Section 1003.21(3), Florida Statutes;
5. The student has died;
6. A student formally terminates school enrollment (W05) and the school satisfies the requirements of section 1003.21(1) (c), Florida Statutes. (This should include information to the student related to driving privileges, CINS/FINS (Child-in-Need-of-Services/Families-in-Need-of-Services) providers, and the Learnfare Program);
7. A school executes and documents that the requirements of sections 1003.26 and 1003.27, Florida Statutes, have been attempted in good faith and that the student left school voluntarily with no intention of returning or that the student's whereabouts cannot be determined.

Students who withdraw during the school year must have an appropriate withdrawal code and date. The withdrawal date should be the student's **last day of attendance**.

A school is not authorized to withdraw a student due to nonattendance, even if the student attends sporadically. A student may only be withdrawn from school due to nonattendance (W15) or withdrawn from school due to whereabouts unknown (W22) after all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes have been followed. When it has been determined that a student should be withdrawn whereabouts unknown (W22), the date of notification is the withdrawal date (**Do NOT backdate**). Withdrawal due to other reasons (W23) should not be used unless all other avenues have been exhausted, and the district specifically approves its use. Guidelines for withdrawal code (W15, W22, W23) can be found in the Compulsory Attendance Manual distributed by the Department of School Social Services.

Prior to withdrawing a student, you must remember the following:

- Ensure the student's schedule has been dropped on the student's last day of attendance or official notification from parent/guardian.
 - If you need to print grades on the withdrawal form, withdraw student first then drop the schedule.
 - If the student is transferring schools within the district, the drop date must be different than the enrollment date of the receiving school, unless it is the first day of school.
- Review student's future dated attendance and resolve as appropriate. For future dated suspensions, contact district discipline office for guidance.
- Communicate withdrawal with the student's second school(s)
- Students should not be withdrawn during report card processing or during the last weeks of school, except to attend a DJJ site or a school outside of the district.

Enrollment Coding Alignment

The Entry, Re-entry and Withdrawal codes all work together on a student's enrollment history. Schools should pay close attention to the alignment of the codes. The enrollment date should not overlap with the withdrawal date. Students cannot be in membership at two primary schools of enrollment on the same day. Also, schools re-entering students should review the prior withdrawal code used to determine if it should be updated. For example, a whereabouts unknown code (W22) should be updated appropriately if the student is re-entered within the same school year. Misalignment of enrollment history coding can have a negative impact on cohort graduation rates as well as cause edits in state reporting.

Rollover

All students still in membership on the last day of school will automatically have a withdrawal record added by Information Technology Services during the Rollover. A withdrawal code will be added indicative of the student's next year placement. Student's second school enrollment records will not rollover. Student retention should occur prior to the final Rollover before the new school year starts. Refer to the *Rollover Process, Appendix E*, for more information on the district's Rollover process.

Request for Records

When a school receives a records request for any previously enrolled student, the student's **Enrollment** should be reviewed to verify if the student's last withdrawal code is still applicable. If the student attended another Volusia County School after withdrawing from your school, the current status of the student should be forwarded to the last school of enrollment for proper update.

When a school is responding to a records request via FASTER (Florida Automated System for Transferring Educational Records) the records will not be sent electronically if the student's last withdrawal code is a dropout code or a W02. The withdrawal code must be updated accordingly prior to the system transmitting the records.

Withdrawing a Student for Alternative Placement While Suspended

When an entry notification and withdrawal request is received from an alternative school, or placement for a suspended student has changed, it is necessary to check if any future dated attendance exists on the student's absence summary and discipline referral. Future dated attendance that is on or after the requested withdrawal date must be backed up on the discipline referral to the requested withdrawal date.

The discipline referral must be updated accordingly prior to withdrawing the student. The school is responsible for updating the Focus discipline file. Focus attendance will be removed after files are updated.

If alternative placement has been assigned and the student does not enroll in the alternative school, the district discipline office should be notified to enroll the student in school 9034 (temporary until status is confirmed).

- **Students who are assigned to Volusia Detention Center (9801)**
 - If a notification is received from the detention center indicating a suspended student is to return, it is necessary to verify with the discipline administrator whether the student is permitted to return, or if an alternative placement has been assigned.

- If alternative placement has been assigned after being released from detention and the student does not enroll in the alternative school, the district discipline office should be notified to enroll the student in school 9034 (temporary until status is confirmed).
- If no alternative placement has been assigned, the student should be re-enrolled on the following date of withdrawal from the detention center based on the number of days the student was at detention as follows:
 - **If less than 10 school days:** For any days remaining, the suspensions would be re-added beginning with the student's re-entry date until completed.
 - The discipline file should be updated to reflect the amended amount of suspension days assigned, and a note explaining the change in suspension dates due to alternative enrollment.
 - After the suspension term has ended, standard attendance procedures resume.
 - **If more than 10 school days-** The suspension days are considered commuted, meaning the days served in detention will be counted toward the suspension days.

Students Assigned to Home Instruction or Off Campus Instruction

Students who have been assigned to Home Instruction (HI) or Off Campus Instruction (OCI) remain enrolled at the zone/assigned school. When this placement has been determined, the Hospital Homebound office will notify the enrolled school to drop the student's schedule. The OCI or HI courses are added by Hospital Homebound under school of instruction 9001 or 7006 (if virtual).

Attendance at the enrolled school must be reviewed for any possible future dated attendance after the schedule drop date. Any overlapping schedules and discipline files must be updated accordingly in Focus. The Focus attendance will be removed after files are updated.

Graduates

Students Graduating Prior to the End of the Regular School Year

Students completing graduation requirements prior to the end of their graduation year due to an accelerated curriculum, completion of credits through Florida Virtual courses, fifth year seniors that have met all requirements or dual enrollment should be withdrawn on the student's last day of attendance.

Students Transitioning to the Graduating High School

A student that is transitioning from an alternative program to the high school to graduate at the end of the year should be entered by the high school using the entry date of the school day before the last day of school. The deadline for the student to be withdrawn from their attending school, and for the high school to re-enter the student will be included in the 'Transition/Graduation Procedures' memo distributed by the office of Graduation Assurance. Transitioned students will be enrolled by their zoned/assigned high school and then withdrawn from the high school during the rollover by Information Technology Services.

- **Early Graduates Only-** Students completing graduation requirements prior to the end of the school year must be withdrawn the following school day with the appropriate diploma withdrawal code.

High Schools and Richard Milburn Academy

All 12th grade students pursuing a standard diploma who have completed requirements to graduate at the end of the school year are automatically assigned a '**W06**' diploma code during the rollover. Grade 12 students who do not meet requirements to graduate should be coded with a grade promotion status 'R' for retained and issued an end of year withdrawal code of '**W01**'; indicating the student is returning in the

summer or the next school year. Retained students expected to enroll in another Volusia County School would be issued a '**W02**' withdrawal code. Refer to *Appendix F* for an *example of the End of Year Enrollment Withdrawal Coding Memo*, an updated memo is distributed by Information Technology Services each school year.

All 12th grade students who meet the requirements of a standard diploma via a concordant score, assessment waiver, or acceleration will be automatically assigned a 'W06' diploma code during the rollover, and **MUST BE CORRECTED** to the appropriate diploma code by the school. Likewise, students who do not meet the requirements for a diploma but qualify for a certificate of completion will need to be corrected to the appropriate certificate code following the rollover.

Grade 12 students with a specific graduation plan flag, or students attending selected alternative program schools, will be assigned a temporary code of '**W01**'. This temporary code **MUST BE CORRECTED** by the school based on the student's applicable status: 1) the student has completed and will not be returning; 2) the student had a previous year completion code and is returning for FAPE; or 3) the student is deferring receipt of a standard diploma and returning for FAPE. Additional information can be found in the section below *Students Attending Additional School Years*.

Summer Graduates

A summer graduate is a student that did not meet graduation requirements by the end of the regular school year, but was able to do so by completing the outstanding requirements prior to the start of the next regular school year. Information pertaining to the procedures for updating diploma coding for students completing graduation requirements in the summer will be included in the Enrollment Diploma Coding memo. Refer to *Appendix G* for *example of the Enrollment Diploma Coding memo*, an updated memo is distributed by Information Technology Services each school year.

Refer to *Appendix I*, for *Diploma Coding Definitions*.

Students Attending Additional School Year(s)

Students Opting to Continue to Receive FAPE

Any student receiving exceptional education services who chooses to remain in school for a Free Appropriate Public Education (FAPE) may do so until turning age 22. This option applies even if the student has already met requirements for a standard diploma and has deferred receipt of the standard diploma or received a special diploma or certificate of completion. The student may continue until a higher credential has been earned or they reach the age of 22. A diploma should not be issued until the student opts to no longer participate or ages out of the program. The student should be recorded as a 12th grader throughout the additional years. Refer to *Appendix H, Additional School Year Reporting Guidance*, for more information on additional school year coding for FAPE students.

Students who defer and participate in 'Project Search'

The student that has met the requirements for a standard diploma but elects to defer receipt of their diploma to participate in the 'Project Search' program should be assigned withdrawal code 'WD1' by the zoned high school. Promotion code (P) is to be used for the first year of deferment, and promotion code (D) will be used for each subsequent year. Project Search students are then enrolled in Hospital Homebound school (9850). Upon completing the program, the student is then transitioned back to the high school and assigned the diploma code based on the requirements met, with a promotion code of (P).

Students Seeking a Standard Diploma

A general education student who has already accepted a certificate of completion may elect to return to school for an additional school year beyond grade 12 to pursue a standard diploma. If the student withdraws before doing so, withdrawal code 'WPO' is to be used.

Students seeking a standard diploma that have opted not to accept a certificate of completion, may elect to return to school during an additional school year beyond grade 12 to pursue a standard diploma. Refer to *Appendix H, Additional School Year Reporting Guidance*, for more information on additional school year coding.

Students Awarded a Higher Ranking Diploma Based on Testing

Students awarded a higher ranking completion based on testing during the current school year should be entered/re-entered and then withdrawn using the appropriate diploma code. The original certificate code will remain, and the entry date will be the test date or next valid school date and the diploma date will be the next valid school day following the entry date.

Students awarded a higher ranking diploma based on testing during the summer should be entered and then withdrawn using the appropriate diploma code. The original certificate code remains.

Did Not Enter (DNE) Withdrawal Code

Attendance should be taken at all schools every day, including the first day. Students who are enrolled but do not attend when the regular school year begins, should be given a daily or period code of No Show (NS). Students who accrue 10 consecutive daily NS codes, will be automatically withdrawn by the district's DNE process on the 11th day of the school year.

Schools must work meticulously to review student attendance data to ensure DNE students are properly identified with 10 consecutive daily NS codes. Even one present code will exclude the student from the automated DNE process. Secondary schools must be very diligent because one period of present attendance in all 10 days will exclude the student.

The NS code should only be used to identify students for DNE. Once a student has attended, even one time, the NS code needs to be adjusted. NS codes used after a student has been present should be updated to the appropriate absence code. NS codes that precede a student's first day present must be resolved by updating the student's enrollment date to the first day present. Please note that the student's schedule dates must also be updated to reflect these changes. Refer to the [Student Accounting Website](#), for additional information on DNE Attendance Procedures.

Schools are responsible for making attempts to contact these students before and after the DNE process runs on the 11th day of school. DNE is considered a temporary code for use only until the whereabouts and educational status of the student is confirmed, and the students' coding updated. DNE students should be referred to the school social worker if the school is unable to reach them to get assistance in determining the status of the student. For additional information, refer to the Guidelines for handling DNE's in the [Compulsory Attendance Manual](#).

When a determination is made concerning a DNE student's whereabouts, the appropriate change must be made to the DNE withdrawal code. Refer to the *Changing a DNE Enrollment Procedure, Appendix J*, for additional information on handling students coded DNE that return **to the same school** or **enter at another school**.

Kindergarten Staggered Start Procedures

Kindergarten Staggered Start is a program employed to help KG students acclimate to the educational environment. The program spans the first three days of the regular school year. Each KG student is given only

one of the first three days to attend. On the fourth day, all students are expected to attend each day. Attendance should be accurately taken by the classroom teacher each of the first three days.

On the fourth day, school attendance administrators should adjust the attendance coding. Any student who attended any one of the three Staggered Start days should be marked Present for all three days. Any student that did not attend any of the three Staggered Start days should be marked No Show for all three days. Students who show up for the first time on day 4 or after should have their enrollment date updated to reflect the first day of attendance.

Refer to the [Student Accounting Website](#) or *Appendix K*, for example of the *KG Staggered Start Attendance Procedures*.

Attendance Coding

Attendance should be entered into the student information system every day, at all schools, by all teachers, in all periods (Homeroom period only for elementary). Refer to *Appendix L*, for *Attendance Coding Definitions*. Refer to the training documents on the [Student Accounting Website](#), for more information on procedures for entering attendance in Focus.

Teachers are only able to designate unexcused absences (U) and late to class (LC) in Focus for the classroom. It is the discretion of the school administration to determine if an absence is excused or unexcused. Attendance administrators may change codes if grounds for excusal are satisfied.

Tardy/Late

Students who arrive late to school or individual classes are to be documented as part of the daily attendance procedures. A tardy must be recorded under the period the student arrived, or for elementary schools under the homeroom period. The late student will be identified as unexcused (L-late) or excused (T-tardy). Tardy/late examples can be found in the [Compulsory Attendance Manual](#) distributed by the Department of School Social Services.

Check-out Excused/Unexcused

Students who leave early are to be documented as part of the daily attendance procedures. All students checking out early are to be recorded on the check-out document maintained by the office and must be identified as unexcused checkout (B) or excused checkout (C). This activity log spanning the survey weeks must be maintained for audit purposes. Excused and unexcused checkout examples can be found in the [Compulsory Attendance Manual](#) distributed by the Department of School Social Services.

- Elementary schools*- the checkout code is **only** recorded under the homeroom period, using the Administration page, or the Add Absences page. The time out can be added in the comments section of the Add Absences page, or the Time Out column on the Administration page. The last status of the student should be reflective on their record.
- Secondary schools*- the checkout code will be recorded under the period the student was checked out followed by the appropriate absence code for the remaining periods (i.e. 4th period a student is checked out with the excused checkout code of C, then 5th-7th is marked with an excused absence code of E).

01	02	03	04	05	06	07
-	-	-	C	E	E	E

- When a student is checked out between periods, the checkout code should be entered in the period not attended.

Attendance for Part Time Students

Pursuant to guidelines set forth in the Florida Department of Education's Attendance Recordkeeping Handbook attendance is to be taken for all students scheduled into a course(s) at a public school facility.

Part time student schedules should reflect planned participation. Part time students should not be scheduled to attend on school days or periods when the student is not expected to attend. When the schedule is set up correctly to exclude days and periods the student is not planned, then the teacher can take attendance when appropriate and no adjustments are required for the days the student is not expected to attend.

Dual Enrollment

Schools are required to take attendance for students with dual enrollment courses taken on a Volusia County district school campus. Schools **are not to take attendance** for dual enrollment courses taken at a post-secondary institution, and should not be coded absent for the periods not scheduled at the zone/assigned school.

Early Admission Students

A student enrolled at a post-secondary institution that has an Early Admission Dual Enrollment Agreement with Volusia County Schools are to be enrolled on Enrollment menu. These students are excluded from daily attendance procedures. Upon completion of requirements for a high school diploma, the Early Admission student is to be withdrawn. If the student returns before meeting requirements for a high school diploma, daily attendance would resume.

Hospital Homebound Part-time

For a student who receives part-time Hospital Homebound instruction, the student remains enrolled at the zoned/assigned school and the school is responsible for recording attendance for the courses occurring on campus. The Hospital Homebound office is responsible for the attendance of all Hospital Homebound courses (9850).

Students Enrolled in Courses at More Than One Public School

Attendance will be taken at each school of instruction where the student is enrolled in a course.

- This should include 8.5 graders and students participating on school days in Driver's Education at another brick and mortar school.

Volusia Virtual and Volusia Online Learning Part-Time (School of Instruction – 7004 and 7006)

Attendance is monitored by the Online Learning office.

Attendance for Full-Time Students Not on Campus

Students assigned to Home Instruction or Off Campus Instruction will remain enrolled in the zoned/assigned school, and a new schedule will be created by the Hospital Homebound office.

Home Instruction (HI)

The zoned/assigned school will be notified to drop their schedule by the Hospital Homebound staff. Hospital Homebound will add the (HI) schedule under school 9001 and mark the student's enrollment as second school to signify the assignment under Hospital Homebound. The attendance for a student receiving (HI)

instruction by a one-on-one teacher is manually added into Focus by the teacher. Attendance is monitored for progress for students receiving (HI) that are scheduled into part time virtual courses.

Off Campus Instruction (OCI)

The zoned/assigned school will be notified to drop their schedule by the Hospital Homebound staff. Hospital Homebound will add the (OCI) schedule under school 9001 and mark the student's enrollment as second school to signify the assignment under OCI. The attendance for a student receiving (OCI) instruction by a one-on-one teacher or scheduled into on-line courses, is manually added into Focus by the teacher.

Volusia Virtual Full-Time (School of Instruction – 7001) or Volusia Online Learning (School of Instruction – 7004)

School of Instruction 7001- Attendance is monitored by the Online Learning office.

School of Instruction 7004- Attendance is monitored by the Online Learning office as well as manually added into Focus by the teacher.

Attendance Posting Deadlines

Attendance is posted daily in Focus and is live data. Requested reports by the district for a particular school day can be ran any day and anytime.

All schools entering attendance, are required to enter attendance during the first 10 minutes of the day. Secondary schools must report attendance in the first 10 minutes of each period. To ensure that all updates are included in Focus and available for School Messenger calls, all other attendance must be added by the times listed below.

- Elementary (10:00 AM)
- Secondary (5:00 PM)

PLEASE BE REMINDED THAT FOCUS IS THE OFFICIAL RECORD OF ATTENDANCE

Attendance Recording Documents

Parents, schools, and the school district have a responsibility to ensure student safety and compliance. Attendance must be recorded to account for when students arrive to school and their whereabouts during a school drill or during an emergency.

Elementary and Secondary schools must record attendance in Focus using the **Portal Alert** or recording from the **Take Attendance** screen. The approved substitute teacher roster for VCS, **Verification Sheet/Substitute Roster**, must be kept as a part of the FTE compliance system. Both teacher and substitute recording methods can be found under the **Attendance** menu.

FLDOE Enrollment and Attendance Survey Reporting and FTE Reporting

The Florida Department of Education (FLDOE) tracks the in-and-out migration of Florida's PK-12 students from the entry code and Prior School Location data. This information is captured and reported to FLDOE during FTE survey periods 2 (October), 3 (February), and 5 (July). Prior school information and related fields, transfer-from code, prior district code, state code, and country code are located and entered on a student's Enrollment tab.

Prior School/Attendance Edit report located under Florida Reports>DOE Data Verification Reports, should be run prior to the FTE survey weeks to identify coding errors that may need correction.

Determining FTE Survey Eligibility

FTE Survey periods 2 and 3 are a major component of district funding. These survey periods occur during the school year at a time determined by FLDOE. The following criteria must be met in order to satisfy a student's eligibility for survey reporting:

1. Membership Eligibility

A student must be in membership (enrolled in a school and scheduled into one or more courses) at least **one day during the survey week** in order to satisfy membership eligibility and be reported for a survey. Students not meeting membership eligibility will not be included in state reporting.

Membership eligibility is automatically determined by enrollment data as the survey process runs. Only students meeting membership eligibility will be reported. A student is a member from the date of entry until the date of withdrawal. Any student withdrawn from membership prior to or on the first day of the survey week will be excluded from survey reporting.

2. Attendance Eligibility

A student must be in attendance **one of the five (5) days of the survey week OR one of the six (6) school days immediately preceding the survey week** in order to satisfy attendance eligibility.

Students not meeting attendance eligibility will be included in survey reporting; however the data will **not generate any funding** for the district.

Attendance eligibility is automatically determined during the daily survey process starting the Monday following the survey week. This determination will be made from attendance data available in Focus. It is imperative that attendance data be accurate and up-to-date by the end of the day on the Friday of the survey week.

FTE Audit Documents

It is the responsibility of the principal or designee to oversee the proper retention and storage of all the FTE audit documents. These documents must be saved as part of the FTE compliance system and retained in a safe and secure location for three years or until no longer needed for audit, whichever is longer.

- Required every day during the 11-day survey eligibility window
 - Substitute teacher rosters for any day during survey window a substitute is in the classroom
 - Check In/Check Out Logs
 - Documentation supporting changes to the original attendance or roster
 - Teacher Completion Report-Report for Teachers Who Have Not Taken Attendance
- Student Attendance Register-The register contains the enrollment and attendance data for the entire school year and the associated summer sessions. The district is required to collect certifications from school principals certifying that all the attendance data at your school was collected with completeness, accuracy, and compliance.

Attendance Reporting Procedures

The school attendance administrator oversees the required attendance procedures that follow. In addition to the teachers, the attendance office specialist is responsible for maintaining and recording attendance data. A

back-up person should be trained to fill-in for this person if necessary. Teachers must ensure attendance is entered promptly and accurately for all students. Attendance entry is associated with the student's active schedule. Teachers do not have access to edit attendance entries for students once they have been dropped from the course.

Elementary

- **Teacher Attendance:** Teachers take attendance using the **Portal Alert** or **Take Attendance** Tab in the **Attendance** Menu. Only codes 'P', 'U' and 'LC' can be selected.
 - Homeroom Attendance must be added during the first 10 minutes of the day.
 - Teachers with multiple homeroom tabs must take attendance for each homeroom tab.
 - Updates to prior attendance days can be made for the current grading period only. Refer to Teacher Attendance for Prior Days, Appendix 14, for further instructions.
 - If all students are present, the save button must be selected **documenting that attendance has been taken**. This applies even when the office has added other coding for a student such as an excused absence.
- **Office Attendance: Attendance Chart, Add Absences,** or the **Administration** report is utilized to add/update attendance coding for the day. This includes students arriving late or checking out, excused absences and any other attendance activity. Refer to *Appendix L*, for *valid attendance codes*.
- **If all students are present,** the save button must be **selected documenting that attendance has been taken**. This applies even when the office has added other coding for a student such as an excused absent.

The following guidelines apply to Homeroom (HR):

- The Daily field is automatically updated with the daily code placed in the homeroom period.
 - Late/Tardy and Checkout codes are added in the homeroom period. The time the student arrives or leaves early can be entered in the time in/out column of the Administration page or student's Absence Summary.
 - Late/Tardy and Checkout documents should be maintained by date and kept in the main office for daily use. Each document should contain the student's name, student ID, time entered or checked out and the signature of the person checking the student in/out. **These documents should be retained for audit purposes.**
- **Therapy Only Student Attendance:** Attendance is manually entered into Focus by the therapy teacher for students who are attending for therapy only services (speech, language, PT or OT) as referenced in the 'Attendance for Part Time Students' section of this manual. For therapy teachers who do not have access to Focus, they should report the attendance to the office for the days the student is scheduled to attend. The office may then add the attendance submitted by the teacher by impersonating the teacher on the Teacher Completion Report. As with a regular classroom teacher, although the student may be present, the save button must be selected documenting that attendance has been taken.

Secondary Schools

- **Teacher Attendance:** Teachers take attendance by period using **Portal Alert** or **Take Attendance** Tab in the **Attendance** Menu. Only codes 'P', 'U' and 'LC' can be selected.
 - Attendance must be added during the first 10 minutes of each period.

- Updates to prior attendance days can be made for the current grading period only. Refer to *Teacher Attendance for Prior Days, Appendix N*, for further instructions.
- If all students are present, the save button must be selected **documenting that attendance has been taken**. This applies even when the office has added other coding for a student such as an excused absent.

The following courses do not require attendance:

Consultation	Course: 2222222
Driver Education	Course: 1900300A or 1900300S
Dual Enrollment Courses	Off Campus only
On the Job Training	Documented on timecard
Support Facilitation	
Volusia Online and Virtual PT	
Florida Virtual School Courses	

- **Office Attendance: Add Absences**, or the **Administration** report is utilized to add/update other attendance coding for the day. This includes students arriving late or checking out by period/time, excused absences and any other attendance activity.
 - The daily field is automatically updated if all periods are coded with the same code. Please refer to *Appendix L, for valid attendance codes*.
 - Late/Tardy and Checkout codes are recorded under the period the student was checked out followed by the appropriate absence code for the remaining periods. The time the student arrives or leaves early can be entered in the time in/out column of the Administration page or student's Absence Summary.
 - Late/Tardy and Checkout documents should be maintained by date and kept in the main office for daily use. Each document should contain the student's name, student ID, time entered or checked out and the signature of the person checking the student in/out. These documents should be retained for audit purposes.

All Grade Levels

- **Substitute Attendance:** Substitutes must be provided with the VCS Substitute Roster, located under Attendance Menu>Teacher Verification/Sub Rosters. The substitute rosters must be signed by the substitute teacher and submitted to the office daily. The office will add the attendance submitted by substitute teachers by impersonating the teacher on the Teacher Completion Report. The office specialist should use caution not to override attendance previously added by the office when using the Teacher Completion Report. Substitute rosters must be retained for audit purposes. For more information on how to print Substitute Rosters, refer to *Appendix P, Printing Substitute Roster Instructions*.
- **Attendance Tracking:** Schools must run the **Teacher Completion Report** to verify that all teachers required to take attendance have taken attendance. For teachers listed, proceed with the school process determined by the attendance administrator for notifying teachers to enter attendance. After all attendance for the day has been entered, run the report and verify that the teachers required to take

attendance are no longer listed. **This report must be saved as part of the FTE compliance system for the 11-day attendance eligibility windows for surveys 2 & 3.** Refer to *Teacher Completion Report Instructions, Appendix O*, for more information regarding tracking teacher attendance.

- Teacher Verification Report- located under Attendance Menu> Verification Sheets/Sub Roster, use **Mode** One page per class
- Elementary Attendance Bulletin (SIS10051)- located under Reports>District Reports>All Reports
- Secondary Attendance Bulletin (SIS10031)- located under Reports>District Reports>All Reports

Glossary of Terms

Absence

Absence is the nonattendance of a student at scheduled times when attendance is to be taken on days school is in session. Under Rule 6A-1.044, any student must be counted absent who is not physically present at school or at a school activity during the prescribed count time as defined under the compulsory attendance law. In the administration of the daily compulsory attendance law and local school system policies, a student's absence in grade levels PK-12 may be considered as "excused" or "unexcused" and appropriately identified. In all cases, however, the student who is not present is counted absent. In addition, beginning with the 2006-07 school year, section 1003.02(1) (b), F. S. included the following provision: "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."

Attendance

Attendance is the presence of a student on days school is in session. The student must be actually at the school to which he or she has been assigned or present at an educational activity which constitutes part of the approved school program for that student.

Checkout

Checkout is when a parent /guardian removes a student from class prior to the official end of the day and may be excused with the permission of the parent/guardian and the school principal.

Late

Late is the unexcused absence of a student at the time attendance is taken, provided the student is in attendance before the close of the day. Lates are determined for reasons determined by the school principal.

Tardy

Tardy is the excused absence of a student at the time attendance is taken, provided the student is in attendance before the close of the day. Tardies are determined by the reason provided for arriving late.

Average Daily Attendance

Average Daily Attendance is the average number of students present each day school was in session during the period of report.

Average Daily Membership

Average Daily Membership is the average number of students belonging each day school was in session during the period of report.

Membership is the number of students belonging to a school unit at any given time. A student belongs (is present or absent) from the date of entry in school to the date of withdrawal.

Percentage of Attendance

Percentage of attendance is the comparison of the number of students present with the number of students on the membership rolls.

Contact Information and Resource Documents

Technical Assistance

Student Information & Applications Support

25000

<p><u>Student Accounting Services Website</u></p>	<p>Visit <u>Volusia County Schools Home Page</u> https://www.vcsedu.org/</p> <ul style="list-style-type: none"> ➤ Click Staff Intranet (lower left under Our District) ➤ Click Departments ➤ Click Reporting Requirements (under Information Technology Services) ➤ Click Student Accounting Services <ul style="list-style-type: none"> • Attendance • Compliance-Audit • FTE • Student Membership Counts
<p><u>School Board Attendance Policy 206 – Student Attendance Policy</u></p>	<p>Visit <u>Volusia County Schools Home Page</u> https://www.vcsedu.org/</p> <ul style="list-style-type: none"> ➤ Click District ➤ Click Board Docs ➤ Click Enter Public Site ➤ Click Policies ➤ Click Policy 200 - Students/Pupils Policies ➤ Click Policy 206 - Student Attendance Policy
<p><u>School Social Services-Compulsory Attendance</u></p>	<p>Visit <u>Volusia County Schools Home Page</u> https://www.vcsedu.org/</p> <ul style="list-style-type: none"> ➤ Click Departments A-Z (lower left under Our District) ➤ Click School Social Services ➤ Click Attendance (Menu on left) ➤ Review Compulsory School Attendance ➤ Compulsory School Attendance Manual
<p><u>Florida Attendance Statutes-School Attendance</u></p>	<p>Visit http://www.leg.state.fl.us/statutes</p> <ul style="list-style-type: none"> ➤ Click <u>TITLE XLVIII K-20 EDUCATION CODE</u> ➤ Click Chapter 1003 <u>Part II: SCHOOL ATTENDANCE</u> (ss. 1003.21-1003.29)

Appendix A- Entry/ Re-Entry Code Definitions

ENTRY CODE	DEFINITION / EXPLANATION
E01	<i>Any PK-12 student whose last school of enrollment was a public school in this school district the previous school year.</i>
E02	<i>Any PK-12 student whose last school of enrollment was a public school in another district in the state.</i>
E2A	<i>Any PK-12 student whose last school of enrollment was a public school in another state or United States commonwealth/territory (i.e.-Puerto Rico, U.S. Virgin Islands).</i>
E03	<i>Any PK-12 student whose last school of enrollment was a private school in Florida.</i>
E3A	<i>Any PK-12 student whose last school of enrollment was a private school in another state, or a United States commonwealth/territory.</i>
E04	<i>Any PK-12 student who is enrolling in a public school in this district after having been in home education (N998,N200) or in any Florida school district.</i>
E4A	<i>Any PK-12 student who is enrolling in a public school in this district after having been in home education in another state or United States Commonwealth/Territory. Note: If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.</i>
E05	<i>Any student entering PK or KG for the first time.</i>
E09	<i>Any PK-12 student who enters a Florida school from a country other than the United States or a United States Commonwealth/Territory.</i>
EVC	<i>Entering Volusia County into Home Education, Discipline, Child Find and other selected groups. (District Use Only)</i>
RE-ENTRY CODE	DEFINITION / EXPLANATION
R01	<i>Any PK-12 student who was received from another attendance reporting unit in the same school.</i>
R02	<i>Any PK-12 student who was received from another school in the same district.</i>
R03	<i>Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged. (With no intervening education) Note: An R03 is assigned to a student who re-enters a school or another school in the same district after a period of time without having had any intervening educational experience, such as private school or home education.</i>

Appendix B- Entry/ Re-Entry Coding Questions & Answers

Q: What entry code is used for students whose last school of enrollment was Home Education (N998 or N200)?

A: Entry code E04- Any PK-12 student who is enrolling in a public school in this district after having been in home education in Florida.

2. Q: What entry code is used for students whose last school of enrollment was from Scholarship School of Enrollment (3518 or 3900)?

A: Entry code E03- Any PK-12 student whose last school of enrollment was a private school in Florida.

3. Q: Can a student have more than one E (Entry Code) in a single school year?

A: Yes, if a student has left a school in the district and had an educational experience at a school outside of the district (E02), in a private school (E03), or coming from home school (E04), the appropriate code must be added upon their re-entry. A student cannot have more than one 'E01' entry record in a single year, or more than one or 'E05' in their enrollment history.

4. Q: What entry code is used for a student that withdrew to attend DSC and then returns to a Volusia public school within the same school year?

A: R02 – Any PK-12 student who was received from another school in the same district.

5. Q: What entry code is used for a student that withdrew to attend DSC the prior year and then returns to a Volusia public school the next school year?

A: E01 – Any PK-12 student who was enrolled in a public school in this district the previous school year.

6. Q: What entry code is used for a student whose prior year of school was at a Volusia private school in addition to receiving ESE services from a Volusia County public school?

A: Entry code E03- Any PK-12 student whose last primary school of enrollment was a private school in Florida.

7. Q: If a student withdraws and then re-enters without having had any educational experience, what entry code and prior school location code should be used?

A: Entry code R03- Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged. The Prior school district should be (64).

8. Q: A PK student who has previously been in a private day care program enrolls in the district. What Entry Code should be assigned to the student?

A: The student should be assigned an E05 code if the facility only provided childcare, but no instructional services, and the Prior School district should be (64).

9. Q: An entering Kindergarten student has previously been enrolled in a private PK program in the district. Should the student be assigned an E05 or an E03?

A: The student should be assigned an E03 code if the student had been receiving instructional services at the private facility. If the facility only provided childcare, but no instructional services, the student should be coded as an E05.

10. Q: What prior school status code is appropriate to report entering kindergarten students who were served in VPK in the previous year?

A: A kindergarten student who was enrolled in a district VPK program the previous school year should be coded E01; a student who was enrolled in a non-public VPK program the previous school year should be coded E03. A Kindergarten student who was previously in day care or has never attended should be coded as an E05.

11. Q: A PK or kindergarten student enrolls in the district who was previously enrolled years before as an infant in the Teenage Parent (TAP) program. What Entry Code should be assigned to the student?

A: The student should be assigned an E05 if this is the student's first year in PK or kindergarten, and they did not receive instruction at a private school, the prior year to entering.

12. Q: An entering kindergarten student has been enrolled in a Head Start program in the district that is not administered by the school district. What Entry Code should be assigned to the student?

A: The student should be assigned an E01 code because Head Start programs are federally funded and thus considered "public schools". Since the program is located in the same district, an E01 is the appropriate entry code...

13. Q: A PK student from Belize enters school for the first time in August. Should the student be assigned an E05 or an E09?

A: If the student was in the U.S. prior to June 1, then the student should be assigned an E05. If a new PK or kindergarten student enters the country on or after June 1 of the previous school year, the student should be coded an E09.

14. Q: A student is withdrawing from school due to non-attendance (W15) in November and re-enrolls in April in a different school in the same district without having attended any school in the interim. Should the student be assigned an R02 or an R03?

A: R03, because he was not expected to return to school in the district but did return without any intervening educational experience. The W15 withdrawal from the prior school should be updated to W02.

15. Q: What Entry Code should be assigned to a student at the beginning of the school year if that student attended school in the district for the first time during summer school?

A: The Entry Code should reflect the student's prior school/location for the previous 180 day school year. If the student was in a public school in another district or state/territory or commonwealth, then the student should be assigned an E02 or E2A accordingly. For VPK students that attended for the first time in the summer, and were coded E05, their new year entry code would be E01. A student can only be coded E05 once.

16. Q: What entry code should be used for a student entering from Florida Virtual School Full Time?

A: E02 – Any PK-12 student who enters from another public school in the state (district 71).

17. Q: What entry code should be used for a student entering from Home School and taking Florida Virtual School Part Time Courses?

A: E04 – Any PK-12 student who enters from home school.

Appendix C- 8.5 Grade Student Enrollment Procedure

8th Grade students who have not met all requirements for 9th Grade, but who are starting 9th grade and are finishing course work at middle school are identified as an 8.5 Grade student.

Enrolling student

- The middle school will be the primary school of enrollment and the high school will be marked as the second school of enrollment. The student will be enrolled into 8th Grade on both middle and high school enrollments.
- Both schools will add appropriate schedules for student and attendance will be taken in all courses.

Withdrawing student upon completion of middle school course work, follow steps below:

1. Middle school will withdraw student with W02 withdrawal code the day student finishes course.
2. Drop the middle school schedule.
3. Contact high school to withdraw student from 8th grade (second school) at high school with a W01 withdrawal code on same day as withdrawal from middle school.
4. High school re-enrolls student into 9th grade with re-entry code R01 (primary school) the following school day.
5. No End of Year promotion code is entered on current high school 9th grade record.
6. Leave End of Year retention code on prior school year record.
7. If the student should not roll up to 10th grade at the end of the school year, then regular retention rules apply.

Appendix D- Withdrawal Code Definitions

CODE	DEFINITION / EXPLANATION
W01	<i>Any PK-12 student promoted, retained, or transferred to another attendance reporting unit in the same school.</i>
W02	<i>Any PK-12 student promoted, retained, or transferred to another school in the same district.</i>
W3A	<i>Any PK-12 student who withdraws to attend another public school in another district in Florida.</i>
W3B	<i>Any PK-12 student who withdraws to attend another public school out-of-state or out of country.</i>
W3D	<i>Any PK-12 student who withdraws to attend a DJJ school in another district in Florida.</i>
W3E	<i>Any PK-12 student who withdraws to attend a DJJ school in the same district.</i>
W04	<i>Any PK-12 student who withdraws to attend a non-public school in or out-of-state or out-of-country.</i>
W05	<i>Any student age 16 or older who leaves school voluntarily with no intention of returning and has filed a formal declaration of intent to terminate school enrollment per s. 10031.21, Florida Statutes.</i>
W12	<i>Any PK-12 student withdrawn from school due to death.</i>
W13	<i>Any KG-12 student withdrawn from school due to court action. (District Use Only This code does not apply to DJJ placement) Contact Student Accounting Services for alternative code verification.</i>
W15	<i>Any KG -12 student who is withdrawn from school due to nonattendance after all procedures outlined in sections 1003.26 and 1003.27, FL Statutes, have been followed. Contact Student Accounting Services before using this code.</i>
W21	<i>Any KG -12 student who is withdrawn from school due to being expelled with no educational services. Contact Student Accounting Services before using this code.</i>
W22	<i>Any KG-12 student whose whereabouts is unknown and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes. Contact Student Accounting Services before using this code.</i>
W23	<i>Any KG-12 student who withdraws from school for any reason other than W01-W22 or W24-W27. Contact Student Accounting Services before using this code.</i>
W24	<i>Any PK-12 student who withdraws from school to attend a home education program.</i>
W25	<i>Any student under the age of 6 as of February 1 who withdraws from school.</i>
WVC	<i>Withdrawing Volusia County from Full Time Home Education, Discipline Office, Child Find and other selected groups. (District Use Only)</i>

Dropout Codes – DNE, W05, W13, W15, W18, W21, W22, W23

Appendix E- Student Demographic Rollover Process

Students in feeder grades will be assigned to the next school based on the residential address listed in Focus. Students enrolled in Volusia Online Learning (7023) will roll to the school based on residential address and will need to reapply to return to Volusia Online Learning. Students in non-feeder grades with current assignment/variance codes: “A”, “B”, “D”, “E” (except “E15”), “F” (except “F99”), “G”, “H”, “O” and “X” will roll back to their current school without having to reapply.

Schools should exercise caution when withdrawing students being careful to select the current school year record. The Rollover process inserts the upcoming year enrollment record above the current year. Best practice is to click ‘VIEW’ to the left of the enrollment record and review for accuracy prior to entering the Drop Date and Drop Code. Once the student is withdrawn the overnight Rollover process will address the upcoming year record.

Retention Prior to Rollover

- Elementary Retention- Teachers will assign retention to students in Gradebook.
- Secondary Retention- See below TAP on how to retain a secondary student prior to rollover.

The following Rollover Reports are now available in Focus under **Reports>District Reports**. From District Reports click **All Reports** and search for the report using either the name or number provided below:

- **Upcoming Student Enrollment Lists (SIS10163):**

This report lists students returning to your school, or entering your school from another district school, including: students in rising grade levels from feeder schools, and/or students currently attending elsewhere in the district now rolling to your school for the upcoming school year.

- Students will not be included on the upcoming list if there is no address entered for student. So, you may still see them at their previous school. For students who were a mid year promotion, and are expected to roll up to next grade, you would need to remove the P on the promoted grade level's record prior to the final rollover.

Carefully review the Upcoming Student Enrollment List for accuracy as there are numerous factors that could impact the accurate Rollover of a student.

- **Departing Student Lists (SIS10164):**

This report lists students who are leaving your school because: the student is in a rising grade level for a feeder school, the student is staffed into a program not available at your school, or the student is on a variance that must be renewed.

- This report will also give you an idea of where to send student cum folders to

Carefully review the Departing Student List for students with expired variance codes, and communicate with the Student Assignment Office for proper update of these students.

How to Retain a Secondary Student Prior to Rollover

The purpose of this Technical Assistance Paper (TAP) is to provide information on retaining secondary students prior to the Student Demographic Rollover at the end of June. From the last day of school until the Rollover, schools may update the Grade Promotion Status on the student's current year enrollment record to **R** – retained in the same grade AND the Rolling Retention Option to **Retain**. The mock Rollover that runs nightly will retain the student in his/her current grade and if applicable, his/her current school. This will remove the student from feeder school reports and scheduling processes and save the registrar at the student's current school from additional work after the Rollover.

Note: Students who will be attending summer school in July should be coded R for retained, including 12th graders.

Enrollment		Return to Enrollment
* Calendar	District Calendar	▼
Rolling/Retention Options	* Retain *	▼
Next Grade	Automatic	▼
Include in Class Rank	Yes	▼
Graduation Requirement Program	24 Credits (61)	▼
Team		▼
Progression Plan		▼
Second School	<input type="checkbox"/>	
* Prior District	64 - Volusia	▼
* Prior State	FL - Florida	▼
* Prior Country	US - United States	▼
Educational Choice		▼
Disaster Affected Student	Z - No	▼
Student Offender Transfer	N - No	▼
Came From		
Moved To		
Grade Promotion Status	R - Retained in same Grade	▼

ENROLLMENT

Rolling Retention Option: Retain

Grade Promotion State: R – Retain in same Grade

Click **SAVE**.

Enrollment records for the upcoming school year for all **active** students will be built during the Rollover at the end of June each year. Once the Enrollment records have been created, to retain a student from the prior year, update the end of year enrollment record with **R** (Retained) in the Grade Promotion Status, change the grade level for the now current year record and if applicable, notify the next school.

Appendix F- Example EOY Enrollment Memo

*Please note this example is from the 2019-2020 School Year

INTEROFFICE MEMORANDUM

Date June 3, 2020
To All Registrars
From Student Information Support
Subject **End of Year (EOY) Enrollment Withdrawal Coding**

On **June 30, 2020** Information Technology Services will run a rollover process to add EOY withdrawal records dated **May 29, 2020** for all students who were in membership on the last day of school during the **2019-2020** school year. This is an automatic process, but **school action is required**. Please review the memo below to determine what action to take.





All updates are **due by Thursday July 30, 2020** at 3 PM.

The 6/30/2020 Rollover will assign:

- A **2020-2021** enrollment record for the next grade level, with an **E01** entry dated **8/17/20** for all actively enrolled PK-11 students
- A **2020-2021** enrollment record for the same grade level, with an **E01** entry dated **8/17/20** for all actively enrolled students coded with an 'R' for retained (See attached TAP to retain students prior to the rollover.)
- A **W06** diploma code for all **2019-2020** grade 12 students at any high school or Richard Milburn Academy **regardless of their graduation plan**. Exceptions below:
 - A **W01** or **W02** withdrawal code will be assigned to all grade 12 students coded with an 'R' for retained. A **2020-2021** enrollment record will be created with an **E01** entry dated **8/17/20** for the same grade level.
 - A **W01** withdrawal code will be assigned to grade 12 students at all Alternative Education, DJJ and Charter sites (except Richard Milburn Academies). Further instructions regarding these students can be found in the forthcoming Enrollment Diploma Coding memo.

School Action Required

- Hold withdrawals until after the 6/30/20 Rollover to ensure accurate year end coding
 - **Exception:** students may be withdrawn to enter a DJJ

- After the 6/30/2020 Rollover, schools can process the held withdrawals
 - Update the **2019-2020** withdrawal code appropriately
 - Delete the **2020-2021** enrollment record using the red minus button .
- After the 6/30/2020 Rollover, update withdrawal codes as needed for students who are retained or not returning to your school.
 - Students attending a different VCS than their assigned Rollover school
 - Update the **2019-2020** withdrawal to **W02**
 - Delete the **2020-2021** enrollment record by using the red minus button .
 - New school will add a **2020-2021** record with an **E01** entry dated **8/17/20**
 - **Note:** Follow the steps above, **do not** just update the school on the 2020-2021 Rollover record
 - Students who are not returning to a VCS
 - Update the **2019-2020** withdrawal code with the appropriate withdrawal code
 - Delete the **2020-2021** enrollment record **by** selecting the red minus button 
 - Note: if the student rolled to you from a feeder school, make sure to return the cumulative folder.
- Processing DJJ entries and withdrawals after the end of the regular school year
 - Student entering DJJ prior to 6/30/20 Rollover
 - Add a **W02** withdrawal code dated **5/29/20** to the **2019-2020** record
 - DJJ will add a **2019-2020 R02** re-entry record using the appropriate entry date
 - Student entering DJJ after the 6/30/20 Rollover
 - Delete the **2020-2021** enrollment record by selecting the red minus button .
 - DJJ will add a **2020-2021 E01** entry record using the appropriate entry date
 - Students withdrawing from DJJ after the 6/30/20 Rollover and before the first day of school
 - DJJ will enter the appropriate withdrawal code dated with the student's last date of attendance
 - If withdrawing to return to VCS, DJJ will communicate to the assigned VCS the student has been withdrawn
 - The assigned school will add **2020-2021 R02** re-entry enrollment record for returning VCS student

Appendix G- Example of Enrollment Diploma Coding Memo

*Please note this example is from the 2019-2020 school year.



INTEROFFICE MEMORANDUM

Date June 16, 2020
To All Registrars
From Student Information Support
Subject **Enrollment Diploma Coding - Deadline July 30, 2020 – 3:00 PM**

Information Technology Services will add withdrawal records dated May 29, 2020 for all students who are in membership on the last day of school during the **2019-2020 Student Demographic Rollover on June 30, 2020**. This process includes adding diploma codes for graduating students. This is an automatic process, but school action is required for students in special situations. Communication at school sites regarding special situations outlined in this memo are critical for data accuracy.

Updates to the end-of-year diploma codes begins on **Wednesday, July 1, 2020** and must be completed by **Thursday, July 30, 2020 at 3:00 PM**.

All 12th grade students who are pursuing a standard diploma (18 or 24 credits) from a traditional high school or Richard Milburn Academy during the 180-day year will be assigned a **W06** during the rollover.

Be sure to change the code for any 12th grade student who was expected to take an EOC this year, but did not due to the cancellation of the assessments, and met all other requirements, as a WOC for this year only.

DIPLOMA CODING SCENARIOS

School Action Required

If the student met requirements other than 24 credit standard diploma, change to the appropriate withdrawal code for the following:

- 18 Credit ACCEL (WXL)
- 18 Credit ACCEL with Concordant/Comparative Score (WXT)
- 18 Credit ACCEL with Statewide Assessment (WXW)
- 18 Credit ACCEL or 24 Credit Standard High School Diploma exempt from required assessments due to cancellation of the 2019-2020 Statewide Assessments (WCO)
- 18 Credit ACCEL Diploma – CTE Pathway option (WWE)
- 18 Credit ACCEL Diploma – CTE Pathway option with State Alternate Assessment Score (WWT)
- 18 Credit ACCEL Diploma – CTE Pathway option with Statewide Assessment Waiver (WWW)

- 24 Credit Standard High School Diploma with Concordant/Comparative score (WFT)
- 24 Credit Standard High School Diploma with Statewide Assessment Waiver (WRW)
- Certificate of Completion (W08)
- Certificate of Completion – College Placement Test (W8A)
- Certificate of Completion – 18 Credit ACCEL (W8B)
- Special Certificate of Completion (W09)
- Standard High School Diploma – Deferred Receipt - FAPE (WD1)

If the student did not meet any of the Diploma or Certificate of Completion requirements listed above:

- Enrollment tab:
 - Grade Promotion Status: Retained
 - Drop Code (W01, W02, or any other that apply)
- Graduation tab:
 - Remove the Diploma Type
 - Remove the Diploma Date

If the student attended a site other than a traditional high school or Richard Milburn Academy, a W01 will be assigned, Rollover will assign an entry code of E01 and the grade will remain 12:

- Enrollment tab:
 - Grade Promotion Status: Retained
 - Drop Code (Change withdrawal code, if they will not be returning to your site, to any other that apply)

If the student completes graduation requirements after the 180-day school year, during Summer School, Online Credit Retrieval, etc., student is considered a summer graduate:

- Enrollment tab:
 - Student is withdrawn from summer school
 - If Summer School taken at Volusia Virtual, after student is withdrawn from summer school, High School enrolls the following day:
Student is withdrawn with the appropriate withdrawal code the day after the enrolled date
 - Grade Promotion Status: Promoted
- Graduation tab:
 - Enter the Diploma Type
 - Enter the Diploma Date

If the student originally received Certificate of Completion, received results from a test taken during June or July, and now qualifies for Diploma with Concordant Score:

- Enrollment tab:
 - Certificate of Completion code remains
 - R01 dated the test date 2019-2020 Certificate of Completers
 - E01 dated the test date for previous years' Certificate of Completers
 - Appropriate diploma withdrawal code (Drop date) dated day after the test/enrollment date
 - Grade Promotion Status: Promoted
- Graduation tab:
 - Remove the Certificate of Completion Type
 - Remove the Certificate of Completion Date
 - Enter the Diploma Type
 - Enter the Diploma Date

If the student completes graduation requirements after attending a DJJ site in June or July:

- Enrollment tab:
 - DJJ withdraws student with W02
 - The home high school re-enrolls with R02
 - The home high school withdraws student with appropriate diploma withdrawal code
- Graduation tab:
 - Enter the Diploma Type
 - Enter the Diploma Date

FAPE Students

If the student is coded for an additional school year opting to receive FAPE:

- Enrollment tab:
 - Rollover will withdraw - W01
 - Rollover will assign an entry code - E01
 - Grade 12 will remain the same

If the student defers their diploma to continue as a FAPE student

- Enrollment tab:
 - Change withdrawal code (Drop Code) - WD1
 - Change Grade Promotion Status – D (Disabled opted to remain in school)
- Graduation tab:
 - Remove the Diploma Type
 - Remove the Diploma Date

Appendix H- Additional School Year Reporting Guidelines

FAPE Coding

*FAPE equals a free appropriate public education as defined in the Individuals with Disabilities Education Act (IDEA). Federal IDEA regulations require that districts must provide a free and appropriate education (FAPE) to all students who have not reached age 22 and who have not earned a regular high school diploma (34 CFR 300.101). This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion or a GED. Additionally, districts may choose to continue to offer FAPE through the school year in which students turn 22.

Students with Disabilities												
Outcome	Initial Year of Completion			Additional Year One (Not Last Year of Attendance)			Additional Years Two and Higher (Not Last Year of Attendance)			Last Year of Attendance		
	Additional School Year	Grade Promotion Status	Withdrawal Code	Additional School Year	Grade Promotion Status	Withdrawal Code	Additional School Year	Grade Promotion Status	Withdrawal Code	Additional School Year**	Grade Promotion Status	Withdrawal Code
Standard Diploma (W06, W10, WD1, WFT, WFW, WGA, WRW, WXL, WXT or WXW)	Z	P	W06, W10, WD1, WFT, WFW, WGA, WRW, WXL, WXT or WXW	WD1 code only:			WD1 code only:			WD1 code only:		
				D	D	WD1	D	D	WD1	S** or D	P	W06
State of Florida Diploma (WGD)	Z	P	WGD	F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	F	P	W06, W10, WFT, WFW, WGA, WRW or WPO***
Special Diploma (W07 or W27)	Z	P	W07 or W27	S or F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	S** or F	P	W06, W10, WFT, WFW, WGA, WGD, WRW or WPO***
Certificate of Completion (W08 or W8B)	Z	P	W08 or W8B	S or F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	S** or F	P	W06, W07, W10, W27, WFT, WFW, WGA, WGD, WRW or WPO***
Special Certificate of Completion (W09)	Z	P	W09	S or F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	S** or F	P	W06, W07, W08, W10, W27, WFT, WFW, WGA, WGD, WRW or WPO***
Student who has met completion requirements for W07, W08, W09 or W27 but opts not to accept completion.	Z	D	W01, W02 or W3A	S or F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	S** or F	P	W06, W07, W08, W09, W10, W27, WFT, WFW, WGA, WGD or WRW
Student who has been retained (W01, W02 or W3A)****										Z	R	W23

In all of the above cases, use Grade Level 12 for reporting and FTE.

* Please reference data elements for Additional School Year and Grade Promotion Status; and Appendix A for Withdrawal Codes.

** S is valid only if this is the student's first additional school year.

*** WPO (disabled) - Any student who is withdrawn from school in a year subsequent to receiving a W07, W08, W09, W27 or WGD.

**** Students who have not met completion requirements are retained. Their year of completion is marked by a W06, W07, W08, W09, W10, W27, WFT, WFW, WGA, WGD, WRW, WXL, WXT or WXW. If none of these withdrawal code requirements are met, a W23 is assigned at the end of the school year in which the student turns 22, or the student's last year of attendance.

General Education Student Seeking Standard Diploma who has already accepted or has not opted to accept a certificate of completion.

Nondisabled Students						
Outcome	Initial Year of Completion			Additional School Year Permitted by s. 1003.4282(6)(c), F.S.		
	Additional School Year	Grade Promotion Status	Withdrawal Code	Additional School Year	Grade Promotion Status	Withdrawal Code
Standard Diploma (W06, W10, WFT, WGA, WXL, WXT or WXW) or State of Florida Diploma (must be enrolled in a Performance-Based Exit Option Program) (WGD)	Z	P	W06, W10, WFT, WGA, WGD, WXL, WXT or WXW,			
Certificate of Completion (W08 or W8B)**	Z	P	W08, or W8B	S	P	W06, W10, WFT, WGA, WGD or WPO***
Student who has met completion requirements but opts not to accept Certificate of Completion (W01, W02 or W3A)	Z	D	W01, W02 or W3A	S	P	W06, W08, W10, WFT, WGA, or WGD
Student who has been retained (W01, W02 or W3A)****						

In all of above cases, use Grade 12 for reporting and FTE.

* Please reference data elements for Additional School Year and Grade Promotion Status, and Appendix A for Withdrawal Codes.

** A nondisabled student awarded a certificate of completion may elect to remain in the secondary school either as a full-time student or a part-time student for up to 1 additional year and receive special instruction designed to remedy his or her identified deficiencies.

*** WPO (nondisabled) - Any student who is withdrawn from school in a year subsequent to receiving a W08 or W8B.

**** Students who have not met completion requirements are retained.

Notes:

Some students receive a Certificate of Completion or special diploma at the end of the 180-day school year. Some of these students may decide to attend summer school to improve their skills and possibly earn a standard diploma. Other students may meet the completion requirements for W07, W08, W09, or W27 but opt not to accept completion. These notes will assist in the reporting of these students. Title 34, Code of Federal Regulations (CRF) Section, 300.102(iv) has changed. Based on this change, Students with disabilities continue to be eligible for FAPE through age 21 if they have not earned a standard diploma, even if they have earned a general educational development (GED) credential. The only exception includes students with disabilities who successfully utilize the Performance-Based Exit Option Model. (Effective 7/30/07) (Non-disabled students who earn a GED are not eligible to attend school for an additional year because a GED is considered equivalent to a Florida Standard Diploma.)

ADDITIONAL SCHOOL YEAR(S)

Section 1003.4282(6)(c), F.S. allows students who do not complete all requirements for a Standard Diploma, but who are entitled to a Certificate of Completion, to elect to remain in the secondary school either as a full-time or part-time student for up to an additional year and receive special instruction designed to remedy his or her identified deficiencies. A student may opt to accept or decline the Certificate of Completion or Special Diploma. If the student is awarded and accepts a Certificate of Completion or Special Diploma and chooses to return to school to meet requirements for a Standard Diploma, the student shall be coded with the appropriate Diploma Type or Certificate Type and be coded "P" for Grade Promotion Status on the End of Year record. The student who opts not to accept the completion credential should be coded "D" for Grade Promotion Status and the Withdrawal Code should be "W01", "W02", or "W3A".

WITHDRAWAL CODES FOR SUMMER SCHOOL

The withdrawal code for summer school should reflect the status of the student at the end of summer school. If the student received a certificate of completion or special diploma at the end of the regular school year, and then completes all requirements for a standard diploma, enter the standard diploma code (at the end of summer school). If the student attends summer school, but does not complete requirements for a certificate/diploma, the appropriate withdrawal reason (either W01 or WPO) should be entered.

STUDENT END OF YEAR (EOY) RECORD

Only one EOY record is to be reported for the PK-12 student. Therefore, report the "highest" award for the student along with the accompanying withdrawal date of the "highest" award. This is either the award received at the end of the 180 day school year or the award received at the end of summer school. In all cases, the promotion status should be 'P' if the student is awarded a certificate or diploma.

WPO WITHDRAWAL CODE

WPO is the withdrawal code that should be used in the last year of attendance if a student does not receive a W06, W07, W08, W09, W10, W27, WFT, WFW, WGA, or WGD. If a disabled student is reported as WPO, but returns to school the following year, the WPO should be amended as appropriate.

Appendix I- Diploma Code Definitions

CODE	DEFINITION / EXPLANATION
W26	<i>Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements.</i>
W27	<i>Any student who graduated from school with a special diploma based on option two mastery of employment and community competencies.</i>
WD1	<i>Any student with disabilities who met all of the requirements to receive a standard diploma who deferred receipt of the diploma to remain eligible for FAPE, per section 1003.4282(11)(c), F.S.</i>
WFT	<i>Any student who graduated from school with a standard diploma and satisfied the state approved graduation test requirement through a concordant and/or comparative score.</i> Requires District Authorization prior to use.
WFW	<i>Any student with disabilities who graduated from school with a standard diploma and an FCAT Waiver and/or Statewide Standardized Assessment Results Waiver.</i>
WGA	<i>Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, satisfied the state approved graduation test requirement through a concordant and/or comparative score, and was awarded a State of Florida High School Performance-Based Diploma.</i>
WGD	<i>Any student who completed the Performance-Based Exit Option Model Program requirements and passed the Performance-Based Exit Option Tests, but did not pass the state approved graduation test and was awarded a State of Florida diploma.</i>
WHP	<i>Any student who withdraws from school to attend another public school or private school under the Hope Scholarship program per s. 1002.40, F.S.</i>
WPC	<i>Any student who transfers from a high school to a private school with which the school district has a contractual relationship as referenced in s. 1008.34(3)(d)3., F.S.</i>
WPO	<i>Any student who is withdrawn from school without receiving a standard diploma and subsequent to receiving a W07, W08, W8A, W09, or W27 during the student's year of high school completion.</i>
WRW	<i>Any student with disabilities who graduated from school with a standard diploma and a Statewide Standardized Assessment Results Waiver.</i>
WVC	<i>Withdrawing Volusia County from Full Time Home Education, Discipline Office, Child Find and other selected groups. (District Use Only)</i>
WWE	<i>Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11).</i>
WWT	<i>Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score.</i>

WWW	<i>Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and satisfied the state graduation test requirement with an approved statewide standardized assessment results waiver.</i>
WXL	<i>Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5).</i>
WXT	<i>Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement through an approved <u>state concordant and/or comparative</u> score.</i>
WXW	<i>Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement with an approved statewide <u>assessment</u> waiver.</i>
WCO	<i>Any student who graduated and met all of the requirements to receive a standard diploma, and was exempted from required assessments due to the provisions of Department of Education Emergency Order 2021-EO-02. (This code will not be valid after the 2020-21 school year)</i>

Appendix J- Changing a DNE Enrollment Procedure

When a determination is made concerning a DNE student's whereabouts or educational status, the appropriate change must be made to the DNE withdrawal code.

- If a student's parents enroll a student, the student **never** attends a school in the district, but the student is found to be in another district then the record may be deleted. Send Student Information Support a request to ***delete the school's enrollment record***.

When re-enrolling students that have been coded DNE, ***do not*** add a new enrollment for the student. Update student's **Enrollment** tab using the following steps outlined below:

- For students coded DNE that return to **the same school** without an intervening educational experience,
 1. Update the current school year's Enrollment date field with the new start date
 2. Delete drop dateClear out the drop code, select **white space** in drop box
 3. Click save

Drop Date	Drop Code	Second School	Prior Dis
		<input type="checkbox"/>	
	(DNE)...	<input type="checkbox"/>	64 - Volu
06/03/2019	Filter		
05/31/2019			
05/30/2017	(DNE) Did Not Enter as Expected		
	(W01) Transfer Within School		
	(W02) Transfer to another Vol School		

- For students coded DNE that enter at **another school** in the district without an intervening educational experience,
 - The entry code will be based on the student's last school of enrollment.
 - After adding the entry record, send Student Information Support a request to ***delete the prior school's enrollment record***.
 - Prior year's withdrawal code from the original school must be updated by the current school to a W02 on the student's Enrollment tab by selecting the drop code field and W02, then click save.
- For students coded DNE that enter the **same or another school** at a later date, after an intervening educational experience (Private, Home Ed, Out of district/state),
 - The new entry record will be based on the student's last school of enrollment.
 - The prior entry record's DNE withdrawal code must be updated by the current school to the appropriate withdrawal code based on the student's last school of enrollment.
 - After adding the entry record, send Student Information Support a request to ***delete the school or prior school's enrollment record***. If necessary, Student Information Support will then also update the prior year's withdrawal code based on the student's last school of enrollment.

Appendix K- KG Staggered Start Attendance Instructions

*Please note this example is from the 2020-2021 School Year

Best Practice for Efficient Management of KG Staggered Start Attendance

- Navigate to **Attendance Chart** from the **Attendance** menu to view daily codes by a date range.
- Click **More Search Options** under the student search box.

- Check **KG** to view just Kindergarten students. Then click **Search**.

- Set **Report Timeframe** to Days 1-10 (8/31/20-9/14/2020), make sure period dropdown is set to **Homeroom**. Set **Filter** to **On**. Click **Update**.

- The goal of this process is to distinguish between the students with staggered attendance during Days 1-3, the students that did not attend until days 4-10, and the students that did not attend at all.
- In the filter box above the date **8/31** enter **NS**. This will show all students coded as No Show on Day 1.

8/31	9/1	9/2	9/3	9/4	9/8	9/9	9/10	9/11	9/14
NS	P	NS	P	P	P	P	P	P	P
NS	NS	P	P	P	P	P	P	P	P
NS	NS	U	NS	NS	NS	NS	NS	NS	NS
NS	NS	NS	NS	P	P	P	P	P	P

- **Note:** The **NS** will not be visible in the filter box because the cursor is behind the green plus sign. You'll know it is in there because the list of students will condense to only show students with **NS** on 8/31.
- **Action:**
 - If students have any present code on 9/1 or 9/2, then change their 8/31 code to **P**.
 - If students have no presence codes, ensure **NS** is the only absence code used.
 - If the student's first presence was in Days 4-10 then adjust the student's enrollment start date.

8/31	9/1	9/2	9/3	9/4	9/8	9/9	9/10	9/11	9/14
P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P
NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
-	-	-	-	P	P	P	P	P	P

- After Day 1 has been adjusted clear the filter box above 8/31 and enter NS in the filter box above 9/1. This will show all students coded as a No Show for Day 2.

8/31	9/1	9/2	9/3	9/4	9/8	9/9	9/10	9/11	9/14
P	NS	NS	P	P	P	P	P	P	P
P	NS	P	P	P	P	P	P	P	P
NS	NS	NS	NS	NS	NS	NS	NS	NS	NS

o Action:

- Change students with a P for any day in Days 1-3 to P for all three days.
- Ensure NS is the only absence code used for students that have never been present.
- Adjust any start dates as needed.

8/31	9/1	9/2	9/3	9/4	9/8	9/9	9/10	9/11	9/14
P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P
NS	NS	NS	NS	NS	NS	NS	NS	NS	NS

- Repeat the process for 9/2. Enter NS into the filter box.

8/31	9/1	9/2	9/3	9/4	9/8	9/9	9/10	9/11	9/14
P	P	NS	P	P	P	P	P	P	P
NS	NS	NS	NS	NS	NS	NS	NS	NS	NS

o Action:

- Change students with a P for any day in Days 1-3 to P for all three days.
- Ensure NS is the only absence code used for students that have never been present.
- Adjust any start dates as needed.

8/31	9/1	9/2	9/3	9/4	9/8	9/9	9/10	9/11	9/14
P	P	P	P	P	P	P	P	P	P
NS	NS	NS	NS	NS	NS	NS	NS	NS	NS

Appendix L- Attendance Coding Definitions

Elementary students are considered absent for the day if the daily field is coded with one of the daily codes below and Secondary students are considered absent for the day if all periods are coded with one of the following daily absence codes.

ABSENCE CODE	DEFINITION / EXPLANATION
E	<i>Excused Absent</i>
U	<i>Unexcused Absent</i>
S	<i>Unexcused Absent – Out of School Suspension</i>
V	<i>Excused Absent – Doctor Verification</i>
X	<i>Unexcused Absent – Immunizations</i>
Z	<i>Unexcused Absent - Truancy</i>
R	<i>Excused Absent – Religious</i>
NS	<i>No Show (DNE) – Use only first 10 days of school</i>
TARDY/CHECKOUT CODE	
T	<i>Excused Tardy</i>
L	<i>Unexcused Tardy</i>
C	<i>Excused Checkout</i>
B	<i>Unexcused Checkout</i>
OTHER CODE	
I	<i>Excused – In-School Suspension</i>
F	<i>Excused Function – Off Campus</i>
G	<i>Excused Group Activity – On Campus</i>
LC	<i>Late to Class - Unexcused</i>

Appendix M- Attendance Coding Questions & Answers

1. **Q: If a student will be absent for an extended period of time due to travel or a family emergency, and the school anticipates the student's return, should the student be withdrawn or marked absent?**

A: A student should not be withdrawn if the school anticipates their return.

2. **Q: If a student is suspended at the end of the school year for a number of days that exceed the last day of school, do the days of suspension continue at the beginning of the next school year?**

A: Yes, the days of suspension carry over to the following year until complete.

Verify when the student is returning, and proceed with the following:

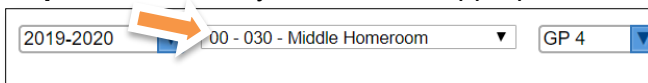
- The student's day one entry remains in the enrollment file.*
- The suspension code (S) would then be indicated on day one in the attendance system and continue for the remaining days of suspension. (Must be reflective on the referral.)*
- If student's suspension carries over to the following year may be commuted by approval of community service hours by school administration.*
- If the student's enrollment changes prior to the start of the new school year, then the student's enrollment would be deleted, and prior year's withdrawal code would be updated.*
- If notification is received during the suspension period of time that the student is withdrawing, record the withdrawal code on the last day of attendance. Student will be withdrawn, but if student is enrolled at another VCS before suspension is served they will not be able to start their new schedule until complete. Their referral will reflect the suspension through the end date on their active schedule.*

3. **Q: If a student is checking out of school after a period has ended but prior to the start of the next period, which period should the checkout code be recorded?**

A: The checkout code should be entered in the latter period.

Appendix N- Teacher Taking Attendance for Prior Days

Step 1: Make sure you are in the appropriate section you want to take attendance for.



A screenshot of a web application interface showing a dropdown menu. The first dropdown is set to '2019-2020'. The second dropdown is set to '00 - 030 - Middle Homeroom'. The third dropdown is set to 'GP 4'. An orange arrow points to the first dropdown.

Step 2: Click on the **Attendance** menu then click on **Take Attendance**.



Grades	Take Attendance
Attendance	Attendance Chart
Discipline	Absence Summary

Step 3: Make sure **List** is selected.

List

Seating Chart

Save

[x] Apr 30, 2020

Step 4: On the right side of screen, click on the “X” beside current day’s date. This will prevent taking attendance for the current date.

List

Seating Chart

Save

[x] Apr 30, 2020

Step 5: On the left side of screen, click on the dash under the dates for prior week. You will see boxes appear with “P”. Select code as appropriate in the drop down, “P” or “U”. Repeat for each day of the week.

Apr 27, 2020	Apr 28, 2020	Apr 29, 2020	Apr 30, 2020	May 01, 2020
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

Apr 27, 2020	Apr 28, 2020	Apr 29, 2020	Apr 30, 2020	May 01, 2020
P	-	-	-	-
P	-	-	-	-
P	-	-	-	-

Step 6: Click the **Save** button.

List

Seating Chart

Save



Note: You may get an error message after you click save. Please disregard, as it is letting you know you have not taken attendance for the “current day”. If you have any questions, please contact your Attendance Clerk.

Error: You have only taken attendance for 0 out of 0 students.


Appendix O- Teacher Completion Report Instructions



1. Run your **Teacher Completion** report from the **Attendance** menu every day of the survey.
 - a. Adjust the **Report Date**
 - b. Optional: Check **Course/Section Numbers** to see individual sections or Uncheck to see red 'x' marks.

Report Date: 08/12/2019 All Periods Advanced ☐ Summary over a timeframe ☐ Show teachers who took attendance late ☒ Course/Section Numbers

1 Teacher who hasn't taken attendance  Search 

Teacher	Homeroom
Wheeler, Carol	01 Homeroom 5100070-001 01 Homeroom 5100070-K01


Report Date: 08/12/2019 All Periods  Click the red Xs to take attendance for the teacher. ☐ Summary over a timeframe ☐ Show teachers who took attendance late ☐ Course/Section Numbers

1 Teacher who hasn't taken attendance  Search 






Teacher	Homeroom
Wheeler, Carol	X

2. Work your report by clicking on each section or red 'x' and entering attendance.
3. When your report has been cleared it will read **No Teachers who haven't taken attendance were found** and you will need to print it out each day.
 - a. Select the arrow next to the Print button in the bottom center of the page.
 - b. Select **Teacher Completion Report** from the template dropdown list and click **Print**.




Print Options

Template: Teacher Completion Report 

Small Font: ☐

  Back to Student List  Print  Help  Logout

- c. The report will pop up in viewer window. Click the image of the printer that appears when you hover in the top right corner.
- d. You may need to change the Scale to **Fit to page** and/or the Paper Size to **Letter (8 1/2 x 11)** in the settings option of your printer.

Modules.php 1 / 1   

Pr

Teacher Completion Report

08/08/2019
1:35 PM

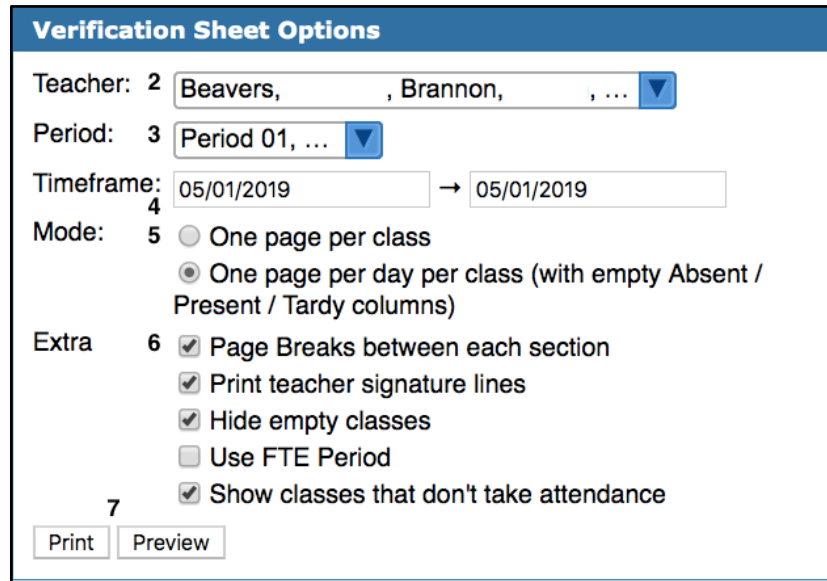
Report Date: 08/12/2019

Teacher	Homeroom
The absence of teachers listed above indicates that all teachers have recorded attendance.	

Appendix P- Printing Substitute Roster Instructions

Provides administration with the ability to print class rosters for substitute teachers. This allows for printing a class roster for multiple substitutes for a period of time.

1. Go to the **Attendance** menu and select **Verification Sheets/Sub Rosters**.



The screenshot shows a web form titled "Verification Sheet Options". It contains several fields and checkboxes. The "Teacher" field is a dropdown menu with "Beavers, , Brannon, , ..." selected. The "Period" field is a dropdown menu with "Period 01, ..." selected. The "Timeframe" field shows two date inputs, both set to "05/01/2019", with an arrow between them. The "Mode" section has three radio button options: "One page per class", "One page per day per class (with empty Absent / Present / Tardy columns)" (which is selected), and "One page per class (with empty Absent / Present / Tardy columns)". The "Extra" section has seven checkboxes: "Page Breaks between each section" (checked), "Print teacher signature lines" (checked), "Hide empty classes" (checked), "Use FTE Period" (unchecked), "Show classes that don't take attendance" (checked), and "Show classes that don't take attendance" (checked). At the bottom, there are "Print" and "Preview" buttons.

2. Select the **teacher** from the pull-down, multiple teachers can be selected if the days of absence will be exactly the same.
3. Select the class **period(s)** the teacher will be absent.
4. Set the **Timeframe** to today or the days the teacher will be absent.
5. Set **Mode - One Page Per Day Per Class (with empty Absent/Present/ Tardy columns)** in order to provide space for the substitute to take attendance.
6. **Extra - (select)**
 - **Page Breaks** will separate each section.
 - **Teacher Signature Lines** to have the substitute sign off on the attendance record (VCS requires a signature for compliance).
 - **Hide empty classes** automatically excludes sections that don't have students scheduled.
 - **Use FTE Period** does NOT apply.
 - **Show classes that don't take attendance** includes course sections that don't take attendance. (Not required to be selected)
7. Click **Print**.

Teacher: Bea

Generated: May 01, 2019 10:16 am

TRIG HON: Period 02 Period 02 - MTWHF - 0002 - Bea					23 Students		
Student	Student Id	Grade	5/1	Absent	Present	Tardy	
AB	28	10	?				
AL	07	12	?				
AY	26	12	?				
CA	72	12	?				
CH	44	12	?				
DL	45	12	?				
HU	76	12	?				
HY	01	10	?				
LA	65	11	?				
LA	01	10	?				
LI	24	10	?				
MA	04	12	?				
MA	28	12	?				
MC	45	12	?				
ME	48	11	?				
MT	00	12	?				
ML	06	12	?				
PE	11	11	?				
RI	63	11	?				
RI	79	12	?				
SIN	15	12	?				
VA	92	11	?				
VE	17	12	?				
Total Present:			23				
Total Absent:			0				

Once the substitute returns the rosters, the **Teacher Completion Report** can be used to enter attendance for the absent teacher.

All Sub Rosters will be timestamped with the date and time of when it was generated.