

**OAKLAND UNIFIED SCHOOL DISTRICT  
Draft Administrative Regulation**

**AR 5112  
Students**

**Attendance Reporting at School Sites**

**1. General Guidelines**

- 1.1 The Oakland Unified School District (district) is committed to the prompt and accurate recording of attendance of all students enrolled in accordance with Education Code and Board Policy.
- 1.2 The Principal at each site has the primary responsibility for the accurate recording of attendance.
- 1.3 Each school site shall have at least one Attendance Clerk whose primary responsibility shall be the recording of attendance.
- 1.4 Multiple schools on a single campus may share an Attendance Clerk if justified by budget and operational reasons.

**2. Teacher use of Aries Browser Interface (ABI)**

- 2.1 Teachers responsible for the recording of attendance shall be trained in the use of ABI software, the front-end to Aeries.
- 2.2 Except when justified by exceptional circumstances, teachers shall record attendance using ABI.
- 2.3 Failure or refusal of staff to take attendance or to follow documented procedures for the recording of attendance shall result in disciplinary action up to and including dismissal.
- 2.4 Each teacher shall have access to a working computer on which to record attendance. For such use, computers may be shared.
- 2.5 Scantrons and bubbling shall not be used for the recording of attendance unless ABI is unavailable.

**3. Position description**

- 3.1 Position descriptions for Attendance Clerks and related positions shall accurately reflect their current duties, and be in accordance with bargaining unit position unit descriptions.
- 3.2 The position descriptions for Attendance Clerk, Assistant Attendance Clerk and related positions shall be reviewed at least annually.

**4. Supervision**

- 4.1 Attendance Clerks and related positions shall be appropriately supervised by the Principal or his/ her designee, and his/ her performance reviewed and documented at least annually.
- 4.2 Rexos are responsible for ensuring Principals in their network perform his/ her duties related to Attendance reporting.

## **5. Attendance Clerk - General Responsibilities**

- 5.1 Attendance Clerks and related positions shall be qualified through a combination of education, training and work experience.
- 5.2 The district shall provide the financial and personnel resources to ensure each Attendance Clerk is properly trained in the recording and reporting of attendance.
- 5.3 Training and work experience of each Attendance Clerk shall be documented. Certification is strongly encouraged.
- 5.4 For Elementary Schools, teachers shall enter and submit their attendance within one hour of the start of school.
- 5.5 For Middle- and High Schools, teachers shall enter and submit their attendance during the first 15 minutes of each class period taught.
- 5.6 Attendance Clerks shall promptly contact teachers who fail to log on to ABI, or otherwise fail to record attendance.
- 5.7 Concerning the use of the all-day code in Aeries, for Middle- and High Schools which report negative period attendance, if a student is present for any one period, the all day code should be marked "present," otherwise the ADA will be lost for the student for that day. The all day code should not be used for schools that report positive hourly attendance.
- 5.8 Unless there are documented, extraordinary circumstances, unverified absences (Code A) shall be cleared within 72 hours. Code A absences count toward truancy. The note field should be used to document attempts to contact parents and guardians.
- 5.9 After all reasonable attempts to contact parents or guardians, unverified absences shall become unexcused (Code U). Excused absences, (Code X), shall be entered only if the parent or guardian has been successfully contacted and a valid excuse given for the absence.
- 5.10 "N/E" (never enrolled) absences shall not exceed 10 consecutive days for the same student, who shall, after reasonable inquiry, be dropped from the rolls. No absences or attendance are recorded for students who have not been assigned to course sections and activated in Aeries. Students who have not completed enrolment at the site and for whom there are three documented attempts to contact the parent or guardian, should be dropped from the site's records using the "N" (no show) status tag field.
- 5.11 Weekly Attendance Summaries shall be prepared by Attendance Clerks, and signed, dated and returned by teachers within two business days. ABI Weekly Attendance Reports should be printed and signed by the teacher of each section by the end of the school day on the last school day of every week in which school is in session. The signed report, along with any corrections noted by the teacher, shall be submitted to the Attendance Clerk no later than the close of school on the following school day.

## **6. Absences**

- 6.1 Student absences shall be recorded promptly and accurately and in accordance with Education Code and Board Policy.
- 6.2 At Elementary Schools, absences and tardies shall be recorded at least once daily within one hour of the start of the school day (see Section 5.4).
- 6.3 At Middle- and High Schools, absences and tardies shall be recorded for each period within the first five minutes of each class period taught (see Section 5.5).
- 6.4 Only district employees may verify absences, in accordance with 5 California Code of Regulations (CCR) Section 421. Verification may be made in accordance with any reasonable method that establishes the fact of the absence.
- 6.5 The Attendance Clerk has the primary responsibility to contact parents and guardians to attempt to clear Unverified Absences within 72 hours. These efforts should be documented in a log or other contemporaneous record.
- 6.6 Excuse notes or documented phone calls from parents and guardians shall be kept on file, by month, and shall accurately support the absences recorded in Aeries.
- 6.7 Unexcused absences shall be deemed to be absences in computing ADA and shall not generate state apportionment payments (Ed Code §48260-48273).
- 6.8 Excessive absences shall be promptly brought to the attention of the Principal or designee by the Attendance Clerk. Corrective action shall be documented.
- 6.9 A student may be excused legally from school only for the reasons listed under Ed Code §48205, including:
  - Personal illness or injury.
  - Quarantine under the direction of a county or city health officer
  - Medical, dental, optometric, or chiropractic services rendered
  - Attendance at funeral services for a member of immediate family
  - Pupil is custodial parent of a child who is ill
  - Exclusion for failure to present evidence of immunization
  - Upon written request of the parent or guardian and with prior approval of the principal and his/ her designee and pursuant to board policy, a student's absence may be excused for appearance in court, observation of a holiday or ceremony of his/ her religion, employment interview or conference, family emergencies or appearance at SARB or SART.

## **7. Truancy**

- 7.1 A student who arrives thirty minutes or more after any class period's start time shall be recorded as a Truant Tardy (Code M). Truant tardies are counted when determining if a student has been truant.
- 7.2 Whole period, unexcused absences are counted along with tardies when determining truancy. Missing more than 30 minutes of instruction (tardy or absent) without an excuse three times during the school year shall be classified as a truant and reported to the proper school authority (Ed Code §48260(a)).
- 7.3 Attendance Officers shall notify the Principal, and Truancy Officer if applicable, of the names of students who are truant.
- 7.4 When a student is a habitual truant, or is irregular in attendance at school, or is habitually insubordinate or disorderly during school, the student may be referred to SART, SARB or to the county probation department pursuant to Ed Code §48263. The Principal has primary responsibility for disciplinary actions involving SART and SARB.

## **8. Independent Study**

- 8.1 Short-term independent study shall not be for less than five days and not more than 20 days.
- 8.2 Work assigned for Independent Study should be substantially equivalent to that performed in the classroom.
- 8.3 Student participation must be voluntary and not disciplinary in nature.
- 8.4 Contracts entered into shall be compliant with Education Code and Board Policy. Supervising teachers must be certificated (Ed Code §51747.5)
- 8.5 Master Agreements shall be compliant with Ed Code §51747, and signed and dated by the Principal or designee, responsible teacher(s), parents/ guardians and students prior to the first day of the contract. No contracts may be signed and dated after the fact.
- 8.6 The time value of work shall be specified, and completed work graded only by a certificated teacher.
- 8.7 Work completed satisfactorily and assigned a time value shall be communicated to the Attendance Clerk so that the "L" attendance code (Left on Independent Study) shall be changed to the "F" attendance code (Fulfilled Independent Study). For time periods for which the work is not completed or is not graded as satisfactory, the attendance code shall not be changed from L.
- 8.7 Work samples representative of work completed, a graded sample of work from each subject area, shall be kept on file.

## **9. Suspensions**

- 9.1 All suspensions shall be clearly documented using the district's approved form, signed and dated by a classified teacher and Principal or designee.
- 9.2 Suspensions may be either in-house or off-campus.
- 9.3 Ed Code §48911.1 allows a pupil to be suspended and assigned by the Principal to a supervised suspension classroom if the pupil poses no imminent threat to the campus, pupils, or staff. For in-house suspensions, apportionment ADA credit may be claimed only when all of the following conditions are met:
- Assigned students must be separated from other students
  - Certificated employee directly supervises student for entire period (Ed Code §46300)
  - Parental notification is required
  - If minimum day requirements have been met, the full-day apportionment may be claimed
  - Teacher is required to provide all work the pupil will miss while suspended.
- 9.4 Suspension information must be entered into Aeries promptly using the Discipline sub-form of the Student Data form.

## **10. Help Desk**

- 10.1 Technical questions concerning recording attendance in the attendance system (Aeries/ ABI) should be directed to the Technology Services Help Desk.

## **11. Record Retention**

- 11.1 Unless directed otherwise, all attendance records should be accurately labeled with the name of the school, records kept, dates covered and a destroy date.
- 11.2 Records shall be retained for a minimum of the remainder of the current year plus three years.

## **12. Questions**

- 12.1 General questions concerning this Administrative Regulation should be directed to the Internal Auditor.

**Related Policies**

BP 5112.1	Exemptions from Attendance
AR 5112.1	Exemptions from Attendance
BP 5112.2	Exclusions from Attendance
BP 5113	Absences & Excuses
AR 5113	Absences & Excuses
BP 5113.1	Truancy
AR 5113.1	Truancy
BP 5144.1	Suspensions & Expulsions – Due Process
AR 5144.1	Suspensions & Expulsions – Due Process

**Legal References****EDUCATION CODE**

35146	Closed Sessions re Suspensions
35291.5	Rules & Procedures School Discipline
48900 – 48921	Suspensions & Expulsions
41601	Reports of ADA
42238 - 42250.1	Apportionments
46000	Records – Attendance
46010 – 46014	Absences
46100 – 46119	Attendance in Kindergarten & Elementary Schools
46140 – 46147	Attendance in Junior High & High School
48200 – 48208	Compulsory Full-Time Attendance
48260 – 48273	Truants