



Guidelines for Verifying Proper Attendance Coding & Correcting Attendance Data Errors

Beginning December 1, 2014, and thereafter, in an effort to minimize the number of attendance data errors, schools shall do all of the following:

1. Generate the Attendance Change Tracking Report (ACTR) at least monthly by modification date.
 - a. If an attendance error found on the ACTR results in the absence being re-entered into the student information system, the error shall be corrected using the notation "Corrected per ACTR" in the student information system in the "Comments" field.
 - b. Once the ACTR has been generated and any corrections that are needed have been completed, the principal shall notify his/her Executive Director in writing via email of this fact, including resolution of the errors. A copy of this communication shall be saved in a digital format and maintained on the building drive for a period of two years.
2. Generate the Absence marked as 'Unknown' report (Unknown Absence Report) at least weekly. Any attendance errors found on the Unknown Absence Report shall be processed pursuant to the procedures outlined below.
3. Generate the Tardy and Early Leave report, either by Date or by Name, at least weekly. Any attendance errors found on the Tardy and Early Leave report shall be processed pursuant to the procedures outlined below.

All other attendance errors shall be processed pursuant to the procedures outlined below.

Attendance Errors (for all Errors Identified within 30 Days from the Date in Question for Absences in the Same School Year) – Unknown Absence Report, Tardy & Early Leave Report, and All Other Attendance Errors

- A. A copy of the student's Period Detail Report reflecting the current information shall be printed prior to any changes being made.
- B. The secretary shall make the necessary change(s) to update the record(s) for accuracy. Information regarding the change(s) shall be made in the "Comments" field. A copy of supporting documentation shall be kept in the student's attendance file. Include all pertinent information regarding the error and documentation justifying a change to the attendance data. Such information may include, but is not limited to the following:



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- i. Written or verbal documentation as defined in Board Policy 5131.3 excusing the absence that was received within the timeframes established pursuant to the same but that was not properly coded.
 - ii. Any logs for late arrival or early leave.
 - iii. Discovery that written or verbal documentation as defined in Board Policy 5131.3 excusing the absence was not received and was also not properly coded.
 - iv. Identification of an error or omission in the Unknown Absence Report or the Tardy and Early Leave report.
- C. Notify the principal in writing via email that an error has been identified. Include the student's name, ID number, grade level, gender, and the nature of and date(s) on which the error was made. Attendance for a particular class, but not for purposes of daily attendance, may be made without notification to the principal provided documentation has been given to the attendance secretary.

Attendance Errors (for all Errors Identified 30 Days or More from the Date in Question for Absences in the Same School Year) – Unknown Absence Report, Tardy & Early Leave Report, and All Other Attendance Errors

Attendance errors are to be corrected at the building level. Should an error be identified, the following steps should be taken:

- A. A copy of the student's Period Detail Report reflecting the current information shall be printed prior to any changes being made.
- B. Notify the principal in writing via email that an error has been identified. Include the student's name, ID number, grade level, gender, and the nature of and date(s) on which the error was made. Include all pertinent information regarding the error and documentation justifying a change to the attendance data. Such information may include, but is not limited to the following:
 - i. Written or verbal documentation as defined in Board Policy 5131.3 excusing the absence that was received within the timeframes established pursuant to the same but that was not properly coded.
 - ii. Any logs for late arrival or early leave.
 - iii. Discovery that written or verbal documentation as defined in Board Policy 5131.3 excusing the absence was not received and was also not properly coded.



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- iv. Identification of an error or omission in the Unknown Absence Report or the Tardy and Early Leave report.
- C. Upon approval by the principal via email, the secretary shall make the necessary change(s) to update the record(s) for accuracy. Information regarding the change(s) should be made in the “Comments” field. A copy of the notification to the principal and supporting documentation shall be kept in the student’s attendance file.