



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 Daily Attendance Summary Report daily and review the report for accuracy, take appropriate actions and store the documentation as directed by the Department of Accountability and Other Support Services.

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) – Attendance Change Tracking Report, Unknown Absence Report, Tardy & Early Leave Report, Daily Attendance Summary Report, and All Other Attendance Errors identified.

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.
 - i. Errors made on multiple students in one day can be documented on the Daily Attendance Summary Report in lieu of printing the Period Detail Report for each student. This documentation should be filed in the daily attendance file for the date specified on the Daily Attendance Summary Report.



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- 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 appropriate attendance file, as determined by the Office of Accountability. Include all pertinent information regarding the error and reference the documentation used to justify a change to the attendance data. Such information may include, but is not limited to the following:
- i. Documentation, in the form of a written statement or verbal statement recorded on the Student Absence Notification Form, as defined in Board Policy 5200.01 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 documentation as defined in Board Policy 5200.01 excusing the absence was not received and was also not properly coded.
 - iv. Identification of an error or omission in the Unknown Absence Report, the Tardy and Early Leave report, Daily Attendance Summary Report or any other attendance report which identifies an error.
- C. Notify the principal in writing via email that an error has been identified. Include the student’s name and student number, 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. A copy of any supporting documentation shall be kept in the appropriate attendance file, as determined by the Office of Accountability and Other Support Services.

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

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

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- i. Errors made on multiple students in one day can be documented on the Daily Attendance Summary Report in lieu of printing the Period Detail Report for each student. This documentation should be filed in the daily attendance file for the date specified on the Daily Attendance Summary Report.

- B. Notify the principal in writing via email that an error has been identified. Include the student's name, student number, 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. Documentation, in the form of a written statement or verbal statement recorded on the Student Absence Notification Form, as defined in Board Policy 5200.01 excusing the absence that was received within the timeframes established pursuant to the same but that was not properly coded.
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 - iv. Identification of an error or omission in the Unknown Absence Report, the Tardy and Early Leave report, Daily Attendance Summary Report or any other attendance report which identifies an error.

- 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 appropriate attendance file, as determined by the Office of Accountability and Other Support Services.