

II. Daily for the third and fourth weeks of school:

- A. Please be certain that all attendance and enrollment data has been entered and updated daily. This data is analyzed daily and used to review class size, student placement needs and staffing considerations. If the data is inaccurate or not updated daily, staff may not be able to correctly respond to you and your students' needs.
- B. Please print and review the class enrollment numbers at your site and make any corrections to your enrollment counts and teacher names. The available report is located under *Index > CA State Reporting > Class Size Average (K-12) report* within Infinite Campus.
- C. It is imperative that you ensure all teachers have submitted attendance daily. This can be verified by running the **Classroom Monitor** daily. This function is located under *Index =>Attendance* section of Infinite Campus.

III. Attendance Reporting Reminders:

- A. Be sure to check for new registrations, assign them to classes, and enter any withdrawals daily by 5:00 p.m. so the district has the most accurate data for student placements and staffing. *The district cannot accurately adjust for under/over enrolled classes or provide the correct staffing without this critical data.*
- B. Input of attendance by Teachers into Infinite Campus fulfills the verification requirement. **Therefore; paper signature is not required of the Teachers – same as previous years.**
- C. **Useful Reports-Please run, review, and correct any issues, prior to submitting counts.**

Student Gap Scheduler

Index > Scheduling > Student Gap Scheduler – finds students that either have no schedule or an incomplete schedule based on date of enrollment entered

Monthly Attendance Register

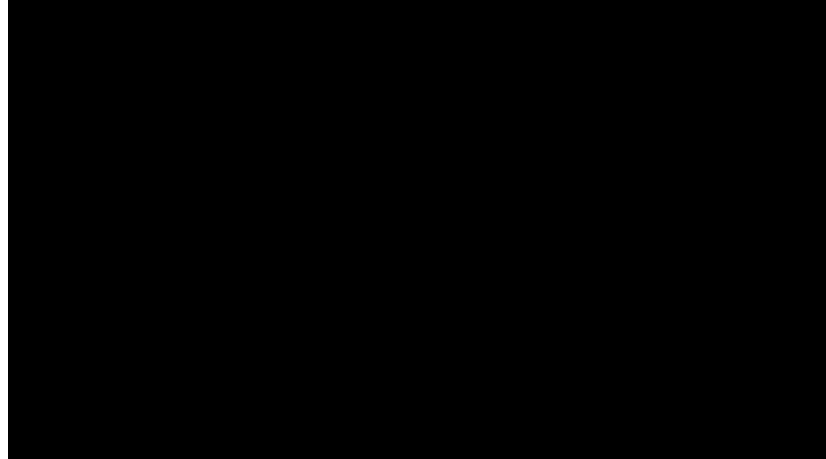
Index > CA State Reporting > Monthly Attendance Register – based on the School Month selected, this report will find students whose enrollment date does not match the schedule OR students with no schedule. Generate as a .csv file and filter on the 0 % column (last column) AND # symbol. The # symbol indicates a student was enrolled with no schedule for the number of # symbols shown

If you have any questions about

No Show Disenrollment Procedures

The following are instructions on how to resolve No Show scenarios during the first 4 days of school.

- Scenario 1A: The student was promoted or pre-enrolled as a new student to the school and has **NEVER** physically attended the school, has unexcused absences (no positive attendance) entered for his/her attendance for all first 4 days of school, and has not been claimed by another school in SCUSD or another CA school district . On the student's enrollment tab please do the following:
 1. Check the No Show check box
 2. Enter the End Date. This will be the same date as their enrollment Start Date
 3. Enter the End Status N470
 4. Click Save



- Scenario 1B: The student has unexcused absence (no positive attendance) entered for their attendance for all first 4 days of school, **was enrolled in same school in previous year**, and has not been claimed by another school in SCUSD. On the student's enrollment tab please do the following:
 1. Enter the End Date, which should be the 4th day of school (Not the first day of enrollment)
 2. Enter the End Status E140 (ages 6 - 18) OR E400 (ages 18 and above) and document evidence of attempt to contact on the Contact Log
 3. Click Save
- Scenario 2: You are notified by _____ that a student at your school site with unexcused absences (no positive attendance) wants to enroll the student with a start date within the first 4 days of the new school year. On the student's enrollment tab, please do the following:
 1. Enter End Date and End Status (**NEW Internal code**) - T161) based on the date of notification. This will also remove the student from any ed courses. schedu
 2. Click Save

No Show Disenrollment Procedures

- Scenario 3: You are notified by _____ that a student at your school site with unexcused absences (no positive attendance) wants to enroll the student with a start date within the first 4 days. On the student's enrollment tab please do the following:
 1. Enter End Date and End Status (T160) based on the date of notification. This will also remove the student from any scheduled courses.
In the End Comments, add the out of district school name
 2. Click Save
- Scenario 4: After the first 4 days of school the student that you no showed using Scenario 1A or 1B shows up to attend your school. On the student's enrollment tab please do the following.
 1. Do not delete or update the student's previous enrollment record
 2. Create a new enrollment for the student
Start date should be the date the student started having positive attendance
Enter Start Type as 01
 3. If the student's previous year's end status is E155, update the end status to T160.
 4. Optional: Restoring the student's schedule. (See and follow the below steps)