INTEGRATED STUDENT INFORMATION SYSTEM (ISIS)

PHASE 1
ATTENDANCE PROCEDURES
HANDBOOK
FOR
SECONDARY SCHOOLS

VERSION 2.8 - 8/22/12

Integrated Student Information System (ISIS)
Phase 1 Attendance Procedures Handbook
Revision History

Version Number	Revision Date	Comments/Changes
Draft	9.30.05	DRAFT VERSION
1.0	10.13.05	• Section 2.3.7 Attendance Document Retention added • Section 4 Numbering corrected • Updates to reflect new info on sub teacher temp access to take attendance (changes made in Section 1.2 Responsibility Chart, Section 3.2 Clerical Staff Responsibilities, Section 3.3 Attendance Detailed Task List, Section 3.4 Substitute Teacher Process, Sections 4.1, & 4.3 on teacher responsibilities and directions, and new Section 4.4) • Section 4.2 Teacher Attendance Directions reformatted and reworded on first page in order to improve clarity and mirror changes made to Sub. Teacher Directions, which were reworded to mirror new LAUSDMAX training document with screen shots/visuals • "Forms Available on ISIS" added to Preface • Corrected Appendix B title and references to appendices throughout document
1.1	2.14.06	• Section 1.2 Added comment re: staffing differences school to school and in Resp. Summary Chart added SSIS reference to last bullet in "Other" column • Section 2.3.2 Reformatted for clarity; added explanation of table • Section 2.3.5 Edit – p. 21, "The Drop teacher is to mark the student absent in LAUSDMAX" (added to bottom of paragraph 2) • Section 2.3.1 Added clarification re: usage of Mass Update by Student; corrected attendance info for teachers by referencing updated info in Mark Reporting Handbook • Section 2.3.10 New material on handling field trip attendance • Section 2.4 List of disabled SSIS programs updated • Section 3.1 Added reference to new Appendices E and F • Section 3.2 (Re-admit Team) Added clarification re: usage of Mass Update by Student • Section 3.2 (Clerical Staff) Attendance entry in LAUSDMAX replaced forward marking activities/field trips to entering on day of activity/field trip • Section 3.3 Detailed Task List updated re: new field trip procedures/no forward marking of attendance; added several section cross references • Section 4.2 Reference to field trip Section 2.3.10, elimination of E & L code entry in roll books, & 30 min. time out added; other info reformatted or deleted if redundant • Section 4.3 Reformatted info and deleted redundant info • Appendices A & B Changed order of "Present" , "Absent", etc. to match order in LAUSDMAX; added periods • Appendix D Clarified wording at top to read "Send Request to" & added a fill-in-the-blank line for the name • Appendix E New form—Attendance Submission Reminder • Appendix F New form –Dispersed Student Attendance
1.2	5/18/2006	• Section 2.2 Added reference to Partial Day by Period Analysis Template available on ISIS website • Section 2.3.1 Under "Next Semester" , 3rd bullet, added or AT17 • Section 2.3.4 Added information on using new Call Log feature to document absence dates and reasons provided by parents • Section 2.3.7 Corrected typo regarding filing method for Partial Day Absence List • Section 3.2 For clerical staff, "After School Hours", second to the last bullet, added recommendation for check-list for completed Teacher's Sign-Off reports (also added to Detailed Task List). • Section 3.3 Task # 8 Added reference to Call Log and reworded. Deleted optional tasks (18 & 19) because Partial Day Absence Report includes cleared as well as uncleared absences. Therefore, task # changed from 18 on. Also added more info re filing on task #s 17 & 27, & the 3rd task in the table for weekly/monthly tasks.

		• Section 3.4 Added sentence at end re. manual rosters being signed and dated • Section 3.5 Updated for both DOS and Windows types of PhoneMaster and added info on using SSIS for partial day absences • Sections 4.1, 4.2, 4.3 and 4.4 Added tardy reason codes now available • Section 5 Moved description of purpose from 2nd to 1st page of section • Section 5.1—Summary Page, Added option to Solution cell in table and reformatted text below table into numbered steps
1.3	6/13/2006	• Section 2.3.3 Added the content on Managing No Show Students to Ensure Accurate Norm Day Counts • Deleted unneeded topics from sections 2.3.8 and 2.3.9. • Appendix G New, to accompany Section 2.3.3
1.4	08/11/2006	• Section 2.3.3 Made clarifications and revisions to distribute the No Show procedures work among more staff members and to create one group (and use sorts and filters) rather than multiple groups • Section 2.3.4 Added note at end regarding different ways to enter reason codes in LAUSDMAX • Section 2.3.7 Added info re Call Log feature, as appears in 2.3.4 • Section 3.1 Added Appendix G to list on first page; added reference to Section 2.3.4 under Clerical responsibilities & updated information on various ways to enter reason codes listed under Re-admit Team responsibilities • Section 3.3 Updated Classification Report Ref Guide # and issue date • Section 4.2 Added clarifying word "inactivity" re 30 minute automatic logout • Appendices A, B & F Updated tardy Information re tardy reason codes • Appendix G Added teacher direction to sign roster.
1.5	05/11/2007	• Preface, under Additional Resources added citations for BUL-3621 & REF-3613; updated Help Desk name and phone number • Sections 2.2 & 2.2.1 Updated to reflect use of ISIS Stats at a Glance • Section 2.3.2 Corrected example of handling work experience under block schedule, second bullet, example. Also added CS23 reference. • Section 2.3.3 Managing No Show Students to Ensure Accurate Norm Day Counts—changed to alternate simplified procedure, utilizing SSIS instead of LAUSDMAX & added reference to Appendix G • Section 2.3.4 Added note regarding how to handle errors in Call Log entries (which cannot be revised or deleted) • Section 2.3.10 Updated Field Trip handbook citation and deleted reference to a sheet that no longer appears in that handbook. Also added instructions on how to utilize Students Group Mgt. and Mass Attendance Batch Update for field trips. • Section 3.3 Detailed Attendance Task List—added administrator weekly duty to run and review ISIS Stats at a Glance, as detailed in Section 2.2.1 • Section 3.5 Phone Dialer Instructions updated for new release in which report for partial day absences is available • Appendix H—ISIS Stats at a Glance Flyer-new to accompany updated Section 2.2.1
1.6	09/18/07	• Section 2.3.3 Deleted reference to user prompt ("Change student to no show?"). Users do not receive prompt on the first day of school—only on subsequent days • Section 2.3.4 Added info on new Unresolved Absences /Tardies (by school) feature & made small edits & format changes throughout • Section 2.3.10 Added info on new School Office—Attendance Plus user role required for access to Mass Attendance Batch Update as of October 1, 2007 • Section 3.3 Detailed Attendance Task List—deleted administrator daily duty re weekly summary spreadsheet for Principal—no longer applicable • Section 3.4 Added end of day security suggestion for substitute teacher process and updated screen shot of Sub Schedule Slip and names of documents related to user roles • Section 3.5 Added corrected step about necessity of using a clean floppy disk for

		PhoneMaster 2000 ^{TM}. Also clarified some steps and revised the "Suggested Standard Attendance Message". - Appendix A Added Date Signed to New Student Attendance form, as required by the State - Appendix B Added Date Signed to Teacher Correction form to be consistent with State's requirement for New Student Attendance form - Appendix C Updated Help Desk name and phone number; several other places updated Help Desk name
1.7	1/3/08	- Section 2.4 Updated information re MR04 and MR09 use. - Section 3.5 Updated Phone Dialer Instructions to reflect software changes made
1.7.1	3/13/08	- Section 3.3 # 7 & #37 Updated log name and phone dialer report name. Also for #7, regarding discrepancies added confer with teacher - Section 4.4 Added sentence to Substitute Teacher Quick Guide to inform user that clicking the ? symbol in the column heading for tardy reason code will display the available codes
1.8	6.26.08	Sections 1.1, 1.2, 2.3.3., 3.2, 3.3, & 3.5 Added Connect-Ed references to phone dialer related info.
1.9	3.12.09	- Throughout the document: Removed references to discontinued reports for phone dialers - Section 2.2.1 Made clarifying edits regarding generating the statistics - Section 2.3.4 Updated name & description of Attendance Incentive Detail Report (previously called Attendance Incentive Report) & name of Extended Absence Report (previously called Extended Absence /No Show Report) - Sections 3.2 & 3.3 Updated name and description of Attendance Incentive Detail Report & name of Extended Absence Report - Appendix H Inserted most current version of flyer (dated 9.19.08)
2.0	6.30.09	- Sections 3.4 and 4.3 Deleted quick guides related to subs and the references to them and updated info re multiple subs/teachers covering for an absent teacher - Sections 4.1 Added new reason codes—SB and MG and updated instructions for electronic attendance certification - Numerous sections: deleted references to Teacher's Sign-Off report—no longer required with electronic attendance certification, and added info re the Attendance Certification pop-up question: It will appear the first time attendance is submitted for a class—by a teacher or by an office staff member. It does not appear when updates are made.
2.1	7.22.09	- Section 2.2—After Hours--Added suggestion re saving pdf version of Five Column Class Worksheets - Section 2.2.1 Updated citation version # and date for REF-1819.4 - Section 2.3.7 Added updated document retention items inadvertently omitted from version 2.0 (prior school year Teacher's Sign-Off reports) - Section 3.4 Updated Sub. Teacher flow chart regarding electronic attendance certification - Section 5 Clarified description of section on page 55
2.2	9.04.09	Section 2.3.3 Managing No Show Students to Ensure Accurate Norm Day Counts—update time for special interface from 3:45 to 3:00 p.m.
2.3	12.17.09	- Throughout Document Updated name of report from Five Column Class Worksheet to Five/Ten Column Class Worksheet and changed APSSS to AP responsible for Attendance Office - Section 2.3.7 Added specifics re retaining signed and dated Five/Ten Column Class Worksheets used by teachers to submit attendance on a subsequent day - Section 3.2 Added information re reason codes that trigger Connect-ED calls and deleted clerical tasks of entering tardy and early leave reason codes, unless from a completed Five/Ten Column Class Worksheet provided by a

		- teacher or substitute - Section 3.4 Updated to reflect EZ Access implementation - Section 4.1, 4.2, and 5.2 Added specifics re retaining signed and dated Five/Ten Column Class Worksheets used by teachers to submit attendance in LAUSDMAX on a subsequent day
2.4	6.21.10	- Throughout document Updated references from BUL-1287 and 1292 to BUL-4926.0 and its associated Attendance Policy and Procedures Manual - Throughout document Updated formatting to style to be used for Phase 2 and minor other changes - Chapter 2.3.4 Divided section into 3; Updated info re Master Returns Report taking place of Uncleared Yesterday Present Today Report (chg from upgrade to application on 3.20.10) in what is now 2.3.6 - Chapter 2.10 and 2.11 Updated and added info on field trips and use of groups and MABU, including clearing attendance - Chapter 3.2 Revised table headings to read "During" x period, rather than "After" x period - Chapter 4.2 and 4.3 Updated tardy reason codes (1P, 1M, & 1N) to reflect change in Student Health and Human Service's Attendance Policy and Procedures Manual; changed manual attendance codes to match LAUSDMAX data entry and codes - Chapter 5.2 Corrected calculations in tables - Appendix E Attendance Submission Reminder Updated directions from paper roster or list to signed and dated Five/Ten Column Class Worksheet - Appendix H Deleted Stats at a Glance flier and added absence/tardy reason code table from PSA Attendance Policy and Procedures Manual
2.5	11.12.10	- Chapter 2.3.1 Deleted content related to initial go live date and changed title to reflect remaining content (Classification and Statistical Reports) - Chapter 2.3.2 Replaced CS22/23 references with CS25/26, based on change to SSIS (Release 287) - Appendix H Added new absence reason codes to use for Attendance Improvement Centers and updated table description to include new AIC reference guide
2.6	02.25.11	Chapter 2.2, 2.3.6, 2.3.9, 3.2, and 3.3 Added information on Truancy Letter Report (Initial Evaluation and Final) and central office generation and mailing of Initial Truancy Letter (new District process)
2.7	7.15.11	- Chapters 2.2 and 3.2 Updated headings to reflect addition of monthly responsibilities - Chapter 2.3.2 Deleted instructions on making updates with CS22/23; kept SSIS website link to CS25 and CS26 instructions - Chapter 2.3.6 Updated description of Attendance Incentive Report - Chapter 3.2 Added note re when office staff submits attendance for a class, must do so via Period Attendance for an Educator in order to avoid the class/teacher from appearing on the Attendance Not Submitted Report with Date Range - Chapter 3.3 Made minor changes to first item in Weekly/Monthly Tasks - Chapters 4.2 and 4.3 Made minor updates
2.8	8.22.12	- Chapter 2.3.6 Updated Truancy Letter Report section with information from REF-5464. Initial Notification of Truancy (NOT) Letter Automation Procedures and added descriptions of new reports and modified descriptions/inclusion of other reports as needed - Chapter 2.3.13 Clearing Attendance feature is now available; deleted note that would be available in future - Chapter 3.3 Minor updates made to Detailed Attendance Task List - Chapter 3.4 Added info re entering long-term subs in SSIS at start of assignment - Chapters 4.2, 4.3, and Appendix H tables Updated to reflect the change of reason code 3 from Truant to Non-Compliant

		• Appendix H Added new suspension reason codes and deleted Attendance Incentive Center info and attendance reason codes; District has discontinued the program and deactivated the codes in LAUSDMAX • Throughout document made minor updates and revisions, including deleting the term "paper rosters" when referring to printed copies of the Five/Ten Column Class Worksheet, changing references from ITD Service Desk to IT Helpdesk, changing Connect-ED to Blackboard Connect, and increasing font size of bulleted lists from 10 pt to 11pt

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PREFACE

Background
On July 13, 2004, the School Board authorized the Superintendent to restructure attendance reporting for secondary schools by implementing period-by-period attendance District-wide. The purpose of the change is to maximize average daily attendance. Restructuring of attendance reporting, from daily to period-by-period took effect when the Integrated Student Information System (ISIS) was implemented at schools.

Introduction
Phase 1 of ISIS implementation requires that schools use both the ISIS application (LAUSDMAX), and the Secondary Student Information System (SSIS). Schools must carefully manage both systems in order to achieve the Board's goal of maximizing average daily attendance. The number of individual class periods reported to the school's Attendance Office in ISIS will significantly impact the way attendance is managed at secondary schools.

Purpose
The handbook has been developed to assist school personnel in the effective management of period-by-period attendance during Phase 1 of ISIS. It provides information on attendance roles, tasks that must be assigned, procedures to follow and forms to utilize. It is designed to be used in accordance with State regulations and Los Angeles Unified School District (LAUSD) policies.

Forms Available on the ISIS Website
Forms and templates in this handbook are also posted as editable documents on the ISIS website (http://isis.lausd.net). The templates and forms that are posted to the website originate in Chapter 2.2.1 Principal's Weekly Attendance Summary, Chapter 4.2 Teacher Attendance Directions, Chapter 4.3 Substitute Teacher Attendance Directions, and Appendices A – G.

Additional Resources
Critical attendance management information is contained in BUL-4926.0 *Attendance Policy for Elementary and Secondary Schools* and the accompanying Attendance Policy and Procedures Manual; these documents are being updated for fall 2012. Important information is also contained in *BUL-3621.1 Secondary SIS/ISIS: Mandatory Use and Maintenance of Data* and *REF-3613.0 School Responsibilities Related to the Attendance and Dropout Tracking Reports*. All these documents are available on Inside LAUSD, under the E-Library. The ISIS Project Team recommends schools have a hard copy of these documents available as you review this handbook.

Another valuable resource for schools is the ISIS website (http://isis.lausd.net), which contains general information, regular updates, frequently asked questions, templates and forms, training materials, and other important information. Specific problems or concerns should be directed to the IT Helpdesk at 213-241-5200 or http://helpdesk.lausd.net/.

Chapter 1: Organizing for Success

This first chapter includes information to help school administrators plan effective practices and procedures for managing the work associated with period-by-period online attendance reporting.

1.1 GENERAL OVERVIEW OF PERIOD-BY-PERIOD ATTENDANCE ACTIVITIES

The diagram below provides a general overview of attendance activities that take place before school starts, during each period of the day, and at the end of the day, as final daily reports are run.

Before School	Each Period*	End of Day*	Misc Attendance Activities
Office Staff • Provide Substitute teacher attendance directions: LAUSDMAX password or 5/10 Column Class Worksheets • Readmit Students	**Teachers** • Submit attendance within first 15 minutes of each period **Office Staff** • Follow up on teacher attendance non-submittals	**Office Staff** • Run Attendance reports • Distribute teacher and administrator reports • Store documents required for retention/audit	**Office Staff** • Clear previous days' unresolved absences • Enter attendance (e.g. partial day absences, Teacher Discrepancy Memo)

** Late morning automated Blackboard Connect (formerly known as Connect-ED) calls to parents/guardians are made based on attendance data in LAUSDMAX at **9:30 a.m**. Automated evening calls are made based on attendance data in the system at **3:30 pm**. Calls are made for all absences and tardies with a reason code of 2 (unexcused), 3 (non-compliant), or blank.*

1.2 ISIS ATTENDANCE RESPONSIBILITY SUMMARY CHART

The Responsibility Summary Chart that follows highlights the key roles for managing period-by-period attendance. **<u>The administrator responsible for attendance should use this chart to assign specific school staff to the identified roles.</u>** Specific names should include the person(s) primarily responsible for the tasks listed as the lead person, **AND** the person(s) who will serve as back-up (the alternate) when the lead person is absent. Because schools vary in their office staff size, role coverage will vary school to school, e.g., one part-time employee or part of an individual's assignment for a role versus two full-time employees for a role.

SIS Coordinator

Lead Person

Alternate Person

- Provide support to LAUSDMAX users
- Monitor transition of new enrollees from SSIS to LAUSDMAX
- Assist school administrators with updating LAUSDMAX user lists
- Refer LAUSDMAX software problems to IT Helpdesk
- Communicate hardware and network problems to site technical coordinator and/or IT Helpdesk
- Assist Re-admit Team, attendance clerical staff
- Manage Blackboard Connect (Connect-ED) automated notification system

Tech Support

Lead Person

Alternate Person

- Monitor school network and connectivity
- Provide technical support to LAUSDMAX users
- Report network and hardware problems to IT Helpdesk

Clerical Staff

Lead Person

Alternate Person

- Work with Re-admit Team
- Enter checkouts and new enrollees into SSIS
- Enter attendance from any paper forms into LAUSDMAX
- Manage Attendance Not Submitted Report with Date Range every period
- Clear unresolved absences
- Update student telephone numbers; file reports and re-admit notes
- Run and distribute Teacher Discrepancy Memos
- Prepare Re-admittance Roster for next day

Re-admit Team

- Prepare to readmit students each morning (organize students, have notes ready, etc.)
- Take students' notes
- Clear absences in LAUSDMAX (enter reason code)

Other Staff Impacting Attendance

- Change student programs
- Change class meeting patterns (e.g., testing or assembly schedule)
- Update teacher names for unfilled positions in Master Schedule (according to naming convention in SSIS CL01)
- Enter office absence reason codes (e.g., CO, HO, etc.) as needed

Chapter 2: School Administration

LAUSD BUL-4926 states that the principal is responsible for the development and implementation of the school-wide Attendance and Dropout Prevention Plan. ISIS office procedures should be a part of the plan. The attendance procedures outlined in this chapter will, in most cases, be the direct responsibility of an Assistant Principal, Secondary School. Chapter 2.3.7, Change of Program Procedures, will most likely be the responsibility of the Assistant Principal, Secondary Counseling Services (APSCS).

2.1 HOW ISIS AFFECTS SCHOOL ADMINISTRATION

Overview
Principals/Administrators serve as advocates for ISIS and oversee attendance processes, data, and reports at the school. It is essential to ensure each school has the organizational structure in place to manage period-by-period attendance with ISIS. Without systematic management of period-by-period attendance reporting, the Attendance Office is greatly impacted.

Assigning/Understanding Roles and Responsibilities
Each chapter of this handbook contains an overview of daily and weekly period-by-period attendance responsibilities organized by the roles listed below. The site Principal/Administrator should review and become familiar with all of the designated roles and corresponding responsibilities, in order to organize the school staff and offices to effectively manage period-by-period attendance with ISIS.

Attendance Roles
- ❑ School Administrator
- ❑ Student Information System (SIS) Coordinator/School Office Computer Coordinator
  - Includes providing on-site support for ISIS, based on completion of ISIS training.
  - Additional individuals should also serve as on-site support for the school, including one clerical staff member from the Counseling Office and one from the Attendance Office, as well as the APSCS and the assistant principal responsible for overseeing the Attendance Office.
- ❑ Clerical Staff
- ❑ Re-admit Team (Counselors, PSA Counselor, Deans, Clerical, Others)
- ❑ Technical Support
- ❑ Teacher
- ❑ Substitute Teacher

2.2 SCHOOL ADMINISTRATOR DAILY, WEEKLY, AND MONTHLY RESPONSIBILITIES

Before School Day Starts
- ❑ Confirm attendance staff is present
- ❑ Reassign staff as necessary (using pre-determined alternate staff)
- ❑ Monitor that the Main Office clerical staff provides substitute teachers with attendance reporting information *(see Chapter 3.4 and 4)*, including:
  - LAUSDMAX password and instructions or
  - If necessary, printed Five/Ten Column Class Worksheets and instructions

During School Hours
- ❑ Monitor and follow up on:
  - Attendance Not Submitted Report with Date Range (each period and end of day)
  - Completed Five/Ten Column Class Worksheets being returned (each period and end of day), if online submission is not available for substitutes or other select teachers
  - Return of completed Teacher Discrepancy Report Memos
- ❑ Monitor all other daily attendance tasks assigned to clerical staff and SIS Coordinator

❑ Remind teachers about the importance of safeguarding their LAUSDMAX passwords by not sharing them with others (especially students) or writing them down where others may see them. (Revealing passwords puts at risk sensitive student information as well as personal employee information.)

❑ Analyze attendance data using the reports below; follow up, as needed (In addition, see the Attendance Policy and Procedures Manual regarding self-audit.):

- LAUSD Partial Day Absence Report
- Master Absence Report
- Master Returns Report
- Attendance Not Submitted Report with Date Range (end of day)
- Teacher Discrepancy Memo (summary)
- Absence Detail Call List

After School Hours

❑ Monitor running of key reports with District or State retention requirements

❑ Monitor end of day attendance tasks

❑ Monitor that the Main Office clerical staff prints Five/Ten Column Class Worksheets for teachers not expected to have LAUSDMAX access the next day; examples include substitutes and teachers with connectivity problems (as needed)

❑ Run and review the Re-admit Roster to obtain information on number of students likely to be re-admitted the next day; use this information to plan staffing accordingly, and under special circumstances, extra computer stations set up by on-site technical support as needed to input readmit information no later than 30 minutes into the first period of the day

Weekly

❑ Monitor that the designated clerical staff print the current Five/Ten Column Class Worksheets for teacher usage in emergencies and connectivity/power losses (typically weekly, less frequently as the school year progresses). Saving an electronic pdf version on one's computer can be helpful for this purpose.

❑ Monitor that necessary reports and documents are filed and stored (See Chapter 2.3.9)

❑ Ensure Principal reviews summary statistics for the week and discusses with appropriate staff (See Chapter 2.2.1)

Monthly

❑ **(on specified date)** Delegate to clerical staff or complete yourself: access Truancy Letter Report—Initial Evaluation and work to clear absences and tardies for students on the list utilizing the Unresolved Absences/Tardies (by School) feature (See Chapter 2.3.4 -2.3.6)

❑ **(on specified date)** Delegate to clerical staff or complete yourself: access Truancy Letter Report—Final and review the list of students whose parents will receive an Initial Notification of Truancy (NOT) Letter (See Chapter 2.3.6)

❑ Ensure that clerical staff file the copies of Initial NOT Letter [to parent] provided by central office (See Chapter 2.3.9)

2.2.1 PRINCIPAL'S WEEKLY ATTENDANCE SUMMARY

The purpose of this summary sheet is to provide information to the school principal in order to monitor the progress of office attendance tasks and the accuracy of the school's attendance reporting to the District and State.   These statistics can be generated in LAUSDMAX. See the ISIS website (http://isis.lausd.net) under For Schools > Secondary > Attendance for information on the attendance reports available.

This information should be discussed in weekly meetings with the school administrators and other appropriate staff (e.g., PSA Counselors and Diploma Project Advisors). The information may also be shared with or obtained independently by local district staff (e.g., Local District (LD) Principal Leader, LD Operations Coordinator, and Pupil Services and Attendance Field Coordinator).

	Week of ____		Week of ____		Week of ____		Week of ____		Week of ____	
	%	#	%	#	%	#	%	#	%	#
Attendance Not Submitted Report with Date Range										
Teacher Discrepancy										
Master Absence Report (full day absences)										
LAUSD Partial Day Absence Report										
Absence Detail Call List (uncleared absences)										

2.3 SCHOOL ADMINISTRATION ATTENDANCE-RELATED PROCEDURES

2.3.1 CLASSIFICATION AND STATISTICAL REPORTS

Continue to print the Statistical Report from SSIS and submit until Phase 2 of ISIS. Also use SSIS for Classification Reports, according to guidelines contained in REF-1819.9. The process includes generating a "Test" report for review before the official report is available electronically from the central office.

2.3.2 PROCEDURES FOR SETTING LAUSDMAX MEETING PATTERNS – CS25 AND CS26

These processes allow users to input data in SSIS to tell the LAUSDMAX application which classes are eligible for attendance taking on which days. As users update these programs, data are interfaced to ISIS on a nightly basis. Secondary SIS Release 287 added programs CS25 and CS26. These programs replaced CS22 and CS23. Instructions for CS25 and

CS26 appear on the [Secondary SIS website](#) (**Inside LAUSD > Offices > Student Information Systems Branch > Units > SSIS)**

Be sure to make any changes at least three (3) days prior to the day on which the schedule change is to occur (e.g., special day schedules for standardized testing).

2.3.3 MANAGING NO SHOW STUDENTS TO ENSURE ACCURATE NORM DAY COUNTS

Overview
This section describes the process to follow in order to successfully manage No Show students utilizing LAUSDMAX and the Secondary Student Information System (SSIS) during the first few weeks of the new school year. The process must be followed in order to obtain accurate class counts in CL16 and Classification Reports. The process includes planning steps before the first day of the school year and steps to take on the first and subsequent days of the school year. See BUL-4926 and its accompanying Attendance Policy and Procedures Manual for policy information pertaining to State compulsory education laws and following up on No Show students.

Background
Prior to ISIS implementation, a student was considered enrolled by SSIS when a teacher "E"ed in the student [in his or her roll book]. No shows were designated as students who were not "E"ed in by a teacher. In LAUSDMAX, a student is considered enrolled when s/he is given a schedule and the school year starts. The LAUSDMAX software currently does not provide an automated method of tracking No Show students and obtaining accurate enrollment counts. Therefore, the procedures described in this chapter and some behind-the-scenes system interface programming by the ISIS team were developed to meet the need for accurate class and school counts of students.

School Administration Preparation Before School Year Starts
Each step is to be carried out by the appropriate administrator or designee.

❑ Administration decides which period will be designated as the class where class schedules (CL22) will be distributed (designated Homeroom or Period 1).

❑ Identify a clerical staff member to serve as "No Show Clerk"; if needed, identify one for each track/program, as appropriate for the school's organization. This person is the only individual who will be allowed to issue the CL22s to No Show students who arrive late on the first day of school and/or on the second and subsequent days of the school year. (Given the amount of work involved, until No Shows are cleared, it is recommended that this person <u>not</u> be responsible for inputting new enrollments.)

❑ Identify a staff member to generate Attendance Not Submitted Report with Date Range and follow up with teachers not submitting attendance in LAUSDMAX

❑ Decide when all No Shows will be removed from classes (in SSIS using CL04 or CL15) at your school (e.g., two weeks from start of school) and make notation of date on school calendar.

❑ Create a special first day No Show message for Blackboard Connect (formerly known as Connect-ED).

❑ Create teacher informative that describes the No Show process and the teacher's role in it at your school. You may wish to also include directions for handling new enrollees and students with a change of class. These directions are found in Chapter 4.2 (Teacher

Attendance Directions). Appendix A contains the accompanying form New Student Attendance.   Appendix G contains a New School Year Sample Teacher Informative.

❑ Utilize SSIS to print class schedules (CL22) for students. Place CL22s in teacher packets to be distributed before the first class starts.

❑ Print Five/Ten Column Class Worksheets for classes designated for distributing CL22s.

❑ Set up a temporary scheduling assistance location for students who arrive on the first day after Homeroom/Period 1. (Schools typically use a large location such as a multi-purpose room, auditorium, or cafeteria.)   Schedule Counselors and appropriate office staff to be present to assist these students. The school may wish to prioritize assisting students in an order such as the following:

    1) Students who had classes but were unable to find Homeroom/Period 1
    2) Students who were absent Homeroom/Period 1
    3) Students who do not have a complete class schedule
    4) New enrollees needing all classes
    5) Students who need a program change

❑ Train, organize, and communicate with all office staff as needed to ensure that everyone is ready for their assignments the first week of the school year.

"No Show Clerk" Preparation Before School Year Starts

❑ With the administration, select the other staff members who will remove the E code from AT06 for the students who do not pick up their CL22s the first day.   Also decide with the administration how the unclaimed CL22s are to be organized (e.g., alphabetize entire group or have separate SLC or grade level groups that are alphabetized).

Procedures for First Day of School Year

Teacher (See Appendix G for a New School Year Sample Teacher Informative containing more details.)

❑ In the first class assigned (where CL22s will be distributed) take attendance both in LAUSDMAX and on the printed Five/Ten Column Class Worksheet provided. If all students are present, write "All Present" across the front of the Worksheet.

❑ Sign and distribute CL22 class schedules to students.

❑ Attach CL22s of absent students to the printed Worksheet.

❑ Deliver the Worksheet and any unclaimed CL22s to the temporary scheduling assistance location.

Staff in Temporary Scheduling Assistance Location (e.g., Multi-Purpose Room)

❑ Use a check-off list to insure all teachers have submitted a completed printed Worksheet and any unclaimed CL22s. (SSIS FC41 may be utilized to produce the staff list.)

❑ For each teacher's printed Worksheet, confirm that there is an unclaimed CL22 for each student who is marked absent.

❑ Organize and distribute unclaimed CL22s to the group of appropriate staff in the assistance location or to the "No Show Clerk".

❑ Serve students in priority order determined as described above, and organized by whatever groups make sense for the school (e.g., grade level, track, SLC).

❑ After all students have cleared the temporary scheduling assistance location, collect all unclaimed CL22s and give to the "No Show Clerk" (if your school had been using a group of staff to distribute them).

"No Show Clerk"

❑ Organize No Show CL22s into the order pre-determined by you and the administration.

❑ Distribute CL22s to late arriving students, instructing them to have it signed by each teacher and returned at end of the day to you.

❑ Provide duplicate CL22s to students who have lost their originals, instructing them to have it signed by each teacher and returned at end of day to you.   It is recommended to visually distinguish the duplicates in some way, e.g., by using a different color paper, stamping it "Duplicate" and/or initialing it

❑ **By 2:00 pm,** remove the E code from AT06 for all the students who did not pick up their CL22. No shows are created when the E code is removed from the student's record in AT06. Classes will remain in CL04 as entered.

> Note: SSIS no longer allows "NO SHOW" to change to "NOT ENROLLED".

❑ If students arrive to pick up their CL22s after the E codes have been removed, place the E code back in to AT06 and enter the appropriate absent reason code for the prior period absences in LAUSDMAX.

❑ All work must be completed before the special LAUSDMAX-SSIS afternoon interface for No Shows that takes place at **3:00 pm.** This special interface for No Shows removes their schedules and names from class rosters in LAUSDMAX.   However, the student schedules remain in SSIS. (The other routine nightly interfaces take place at their regular evening time.)

❑ Using the special message created ahead of time for first day No Shows, set up Blackboard Connect to call parents of students who were No Shows today. (The District's standard automated attendance calls will also go out to parents.)

• For questions regarding Blackboard Connect, call the NTI 24-hour Client Care line (866) 435-7684 or email them at support@blackboardconnected.com.

❑ In order to generate a list of No Show students, generate and print an ID41, F4 option with 5 boxes; select enrollment status No Show.

Procedures for Second Day of School Year

"No Show Clerk"

❑ As No Show students come into the office to obtain their class schedule, use the ID41 list of No Show students (printed yesterday) to record the date and arrival times. Give them their CL22s and enter an "E" in AT06 of SSIS for each of them.

❑ Also, for students who had an E code removed in error, re-enter an "E" in AT06 of SSIS for each of them.

❑ Running an LAUSD Partial Day Absence Report will assist in discovering No Shows who may have been overlooked on the first day (e.g., one or two teachers reported the student as present and the E code was not removed in SSIS).

❑ The District's standard automated attendance calls continue as they do every school day.

> Note: Because the schedules of the No Show students will have been removed from LAUSDMAX, Blackboard Connect will only make calls for students who were present yesterday (first day) and absent today; it will <u>not</u> make calls for the No Show students.

Methods for Tracking the Status of No Shows

❑ Check to see if No Show students are enrolled at other District schools by searching for each student name in LAUSDMAX**: Student module > Student Enrollment menu > District Enrollment**. If enrollment at another District school is determined, office staff is to telephone the school to verify that the student actually is attending, and then record the call in the LAUSDMAX Call Log.

❑ If not able to verify that the student is attending another District school, telephone the parent to determine the reason why student is not in school and document all calls in the LAUSDMAX Call Log.

Documenting the Status of No Shows

❑ Once it is verified where a No Show student is attending school, use the record room field 146 in SSIS to enter "GONE" or enter a code in that field to indicate where the student has gone. For example, L2 indicates you have verified the student will not attend your school and is actively enrolled at another District school.

❑ Then, go to CL04 and remove the student's classes. (This will not change the student's No Show status.)

  • If the student attended your school last school year, go into OLDYEAR and using program ID22, process a Pupil Accounting Report (PAR) with the appropriate leave code and reason.   The leave date should be the last day of the Spring Semester. If you also have information that records have been requested or have confirmed the student is attending a new school, update field 212 in ID01.

  • " Pass through PARs" should not be used for students who appear on the No Show List but did not attend your school last year. A PAR for these students should be issued at the last school of attendance.

❑ Tracking of these students is to continue until all No Show students have had their schedules removed from CL04, a PAR has been generated, and field 146 has been updated.

❑ Leave code L8 and withdrawal reason code 64 should only be used after exhausting all pathways to determine a student's whereabouts.

> Note: CL16 (Class Count) and AT14 (Classification) in SSIS will count only enrolled students; No Shows will not be included.

Procedures for Day Three and Going Forward

❑ Follow the same procedures as for the second day.

❑ On the day predetermined to remove all classes from No Show students, use SSIS CL04 or CL15 to do so.

❑ No later than the third week of school, schools should use CL15 to transfer continued No Shows into a No Show Homeroom. This process will remove all classes in CL04 except the No Show homeroom. This class should be set up with a "Z" for the meeting pattern. It can be used for continued tracking of No Show students until all are resolved.

2.3.4 PROCEDURES FOR UPDATING ATTENDANCE—ABSENCE REASONS

It is very important to clear absences <u>beginning with the first day</u> of school and on a daily basis thereafter. If absences are not cleared <u>daily</u>, they will begin to add up quickly and trying to clear them will become a considerable task. The following recommendations will help prevent the proliferation of uncleared absences.

Re-admitting Students (Recommended Best Practices)
Prepare one or more re-admittance stations on campus (does not have to be the Attendance Office). Assemble the Re-admit Team at station(s) 30 minutes (minimum) prior to the beginning of school. Remind students prior to entering office to have ready in hand a signed note with the student's name, grade, birth date, and date(s) of and reason for absence.

Option A. Team members enter reason codes directly into LAUSDMAX as students present notes. If a student has no note, the team member enters reason code "0" and gives the student an Absent Note Card (966-122-6173 Rev. 6/2009) to be returned the next day, completed and signed by a parent/guardian, or sends the student to available staff to call the parent. (See 2.3.5 Documenting Calls to Parents/Guardians.) The student is then sent to class. This option requires computers with LAUSDMAX access to be available at the re-admittance station(s).

Option B. Two copies of Re-admittance Rosters (printed at the end of the prior day) are distributed to each team member at the re-admittance station/counter(s). Each team member at the station circles the reason code on one of the rosters as a student presents a note. If a student has no note, the team member enters reason code "0" and gives the student an Absent Note Card (966-122-6173 Rev. 6/2009) to be returned the next day, completed and signed by a parent or sends the student to available staff to call the parent. (See Documenting Calls to Parents/Guardians below.) The student is then sent to class. A pass indicating absence clearance is optional.

After a team member at the counter has processed a reasonable number of students, the roster can be handed to a computer entry team member. The team member at the counter then switches to the second copy of the Re-admittance Roster and continues to process students.

The computer entry team member enters reason codes indicated on rosters in LAUSDMAX. Because these rosters will be returned to counter staff for additional use, each student who was entered into LAUSDMAX must be checked off on the roster. When finished with data entry for this group, the roster is exchanged with the counter team member's other working copy of the roster. (This exchange continues.)

Objective: The above processes should give the Re-admit Team enough time to process returning students before the tardy bell and enter reason codes into LAUSDMAX no later than 30 minutes into first period. Any teacher submitting attendance after first period will see cleared absences in LAUSDMAX.

To enter reason codes, bring up the student's name in LAUSDMAX and use one of the following function screens:

❑ Student Attendance, by Date (can update single day absences)

❑ Student Attendance, by Class (can update attendance for a specific class)

❑ Student Attendance, by All Dates and Class Periods (can update multiple days of absences covered by an absence note from a parent; can add a date to edit if needed)

❑ Student Attendance, Unresolved Absences/Tardies (can use when telephoning parents; includes a link to the Call Log)

❑ Mass Attendance Batch Update, by Student (alternative that may be used for updating the reason code for an extended absence which has only one applicable reason code)

2.3.5 DOCUMENTING CALLS TO PARENTS/GUARDIANS

Telephone conversations with a parent/guardian must be recorded on the LAUSDMAX Call Log or on paper and include the following information: student name, student birth date, parent name, date of and reason for absence as provided by parent (or other), office staff initials, and date of conversation. The LAUSDMAX Call Log is recommended because its use eliminates filing and makes locating the information easy.

> Note: Call Log entries cannot be revised or deleted after submittal. If an error is discovered, a new entry should be made that describes the error. For example, "Call Log entry made on xx/xx/xxxx by XX was an error. Please disregard."

A printout of the Absence Detail Call List may also be used for this purpose; it includes the student name and birth date and a place to record the other required information. Alternately, a manual phone memo log or other paper form may be used to record all the required information.

The LAUSDMAX system automatically retains information in the Call Log for a minimum of three fiscal/school years, as State law requires. Paper documents must also be retained for three fiscal/school years after the close of the current year. Manual phone logs used, such as the Absence Detail Call List, should be filed by date for audit purposes. Individual student forms should be filed by student, with absence notes and Absent Note Cards.

2.3.6 TOOLS FOR MONITORING ATTENDANCE

Submission
The **Attendance Not Submitted Report with Date Range** lists all teachers who have not submitted attendance. It needs to be run roughly half way through every period. Teachers whose names appear on the report need to be notified immediately that they need to submit attendance. Schools may use the Attendance Submission Reminder shown in Appendix E to do so. Students of teachers who do not submit attendance are all marked present. Many students of teachers on this list will also be on the Teacher Discrepancy Memo report. Diligent attendance submission by teachers will provide accurate attendance data and help reduce the Teacher Discrepancy Memo list. See note box in Chapter 3.2.2 regarding procedures to follow when a new student is enrolled in a class.

Resolving Discrepancies
The **Teacher Discrepancy Memo** is a report that identifies which teachers have marked a student present when all other teachers have marked the student absent. The report prints a summary list of all such teachers and students and prints a memo list of students for each

teacher. The following procedure will help to ensure a more accurate reporting of actual student attendance.

The Teacher Discrepancy Memo should be printed at the end of each day and placed in the teachers' mailboxes. Teachers need to review, respond, and return memo to the office by the end of 1st period the next school day. Office staff must then enter returned corrections into LAUSDMAX.

Note: This report must be run daily. On Friday the report should be run for the span of the entire week. The resulting printout includes those teachers who did not return a previous memo with a change from present to absent during the week, as well as those teachers who had discrepancies on Friday. To avoid duplicative work by teachers, office staff may manually modify the Friday memos to not include prior day discrepancies for which teachers returned memos indicating that the attendance was correct. Also, administrative staff should follow up on continued unresolved discrepancies.

Clearing Absences and Tardies
The *Unresolved Absences/Tardies (by School)* feature is used to find all unresolved absences (both full and partial day) and tardies for from the beginning of the school year to a specific date selected. It can be done for the entire school or specific grade levels, tracks, and/or houses. This is probably the most efficient tool for clearing absences when a student returns without a note.

When using this feature, a list of students appears in alphabetic order. Clicking on the ID number of the student brings up a page that contains the unresolved absences and tardies along with parent telephone contact information. After a parent is called, update the reason codes on the student screen and go directly to the Call Log to document the conversation. See Documenting Calls to Parents/Guardians above for required information to document the call. Navigation buttons at the bottom of the pages allow easy movement among the three pages (list of students, student page, and Call Log).

The *Absence Detail Call List* is used to find all uncleared absences for both full and partial days, for any date or date range. It is recommended that this report be run on a weekly basis with the date range from the first day of the semester to the current date. This will identify all uncleared absences and ensure accurate identification of initial truancy (see REF-5464). Because this report is long, you may wish to save it as a "pdf" and view it on screen. The report contains contact information so office personnel can make calls to clear absences.   Office personnel can also summon students for uncleared absences and give them Absent Note Cards (966-122-6173 Rev. 6/2009) to be returned the next day, completed and signed by a parent or guardian. The returned cards are then processed by the office.

This report also contains the student name and birth date and spaces for logging information when telephone contact is made with parents. The following information must be recorded: date of and reason for the absence as provided by the parent, parent name, office staff initials, and date of contact. Alternately, another manual phone log or paper form or the LAUSDMAX Call Log may be used to record all the required information, including student birth date.   See Documenting Calls to Parents/Guardians above for more detail and Chapter 2.3.9 for document retention information.

The *Absence Detail Call List Letter* is used to assist in clearing unresolved absences and can be particularly useful prior to the generation of truancy letters. (District policy requires absences to be cleared within 10 days.) The report generates letters to send to parents/guardians of students with absence reason codes of UC (uncleared), 0 (no note), or Null (blank). The letter includes blanks and instructions for parents to fill in absence reasons, sign, date, and then return to the school office. It also contains an Office Use Only portion at the end for staff to document that the student's attendance record was updated in LAUSDMAX (according to the information the parent provided on the letter).

The report includes an optional Excel file of students for whom a letter was generated. This file can be used to create mailing labels, using mail merge, and to track the responses from parents.

Identifying Students with Poor Attendance or Exemplary Attendance

The reports described here are to be used to identify students with chronic absenteeism for referral to a PSA Counselor or other appropriate school staff. Specifically, *the Absence Audit Report* may be run to provide a list of students with "X" number of unresolved (uncleared) consecutive day absences. For example, the report can be run to list all students with five consecutive days of unresolved absences.

The *Attendance Incentive Report--Detail* is used to produce a list of students with more than or equal to a particular number of absences (full day only, partial day only, or both) for the semester or other specified date range. For example, five weeks into the semester one could run this report to obtain a list of students who have ten cumulative absences (partial and full day). For each student, the report lists the dates of absences, and the class periods, if applicable.

Similarly, the *Attendance Referral Form* is generated for students who exceed a particular number of full day absences for the school year. It can be used as a form to refer students who have patterns of chronic absenteeism or who are no longer enrolled. It provides on a single page, a student's enrollment and attendance history at the school of enrollment. There are blanks to fill in manually at the bottom to indicate who is referring a student and the reason. It provides more comprehensive descriptive information for each student than does the Attendance Incentive Report—Detail. For example, in a calendar format it displays the student's enrollment entry and leave information, absences, and tardies. It also provides summary totals of full days present, full days absent, partial days absent, attendance percentage, and total days possible.

The *Attendance Summary Report* can be used to identify actively enrolled students who have a particular minimum number of full day absences within a selected date range. For each student it lists the number of full day absences (excused, unexcused, uncleared, non-compliant, and suspension), tardies, makeup days, partial days, total days present, total days absent, and attendance percentage. A group-total attendance percentage is also provided at the bottom of the report. This figure can be used to monitor how different groups are performing on the attendance measure included in the Superintendent's Performance Meter.

The *Attendance Incentive Report—Summary* can be used to identify students with exemplary attendance records (e.g., set the parameters of Maximum Absences and Minimum Absences both to 0). Also, the **Attendance Summary Report** can be used to identify actively enrolled students with perfect (100%) attendance. When one sets the

Minimum Number of Absences parameter to 0, the report displays students in descending order of Percent Present, starting with 100%.

Mandated Truancy Notification

Each month the *Truancy Letter Report—Initial Evaluation* is made available on a specified date, via LAUSDMAX: Reports > Attendance--General > Truancy Letter Report. The report displays a list of students that meet the criteria for the Initial Notification of Truancy (NOT) Letter. In order to ensure accuracy of Initial NOT Letters mailed by the central office, school staff are allotted ten school days, from the date this preliminary report is available, to review and follow up on absences and tardies prior to the actual production of the letters by the central office. All tardies of 30 or more minutes and full and partial day absences should have appropriate reason codes entered in LAUSDMAX. For more information on clearing such tardies and absences, see Chapter 2.3.4 – 2.3.6 above and the Attendance Policy and Procedures Manual issued with BUL-4926.

After 10 days, the *Final Truancy Letter Report* is available via LAUSDMAX: Reports > Attendance--General > Truancy Letter Report. This list shows the students whose parents will receive the Initial NOT Letter that month from the central office. The central office also provides the school with a printed copy of each of the letters to be filed as specified in Chapter 2.3.9. For timelines and additional details, refer to REF-5464 Initial Notification of Truancy (NOT) Letter Automation Procedures.

2.3.7 CHANGE OF PROGRAM/CLASS SCHEDULE PROCEDURE FOR TAKING ATTENDANCE DURING PHASE 1 OF ISIS

When a program change is made for a student in SSIS, it will not be reflected in LAUSDMAX until the next day (after the nightly interface). The procedure described below is to be used in order to ensure that a student is correctly marked present on the day of a program change. Typically, Counselors are responsible for changing student programs.

Changing the Program in SSIS (Counselors)

❑ When starting the CL04 program, use <F4> to select the "Ask Print While Processing" option.

❑ Make the changes to the classes, apply changes using <F2>, and enter "Y" in response to the prompt "Print change of program report Y/N".

❑ Two copies of the Change of Program Confirmation will be printed on one sheet. One copy is to be given to the student to obtain teachers' signatures. The other copy is to be given to the Attendance Office so that they know which students/periods to check attendance reporting for the day.

Steps for Students and Teachers

❑ Instruct the student to report during the program change period, first to the teacher whose class s/he is dropping (the "drop" teacher), and then to the new class/receiving teacher. Also instruct the student to return the signed Change of Program Confirmation form to the Attendance Office as soon as all signatures are obtained or by end of that day.[*]

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[*] *If a program change is made mid-day that involves a class period that has already met that day, the student is to obtain the teacher signatures that same day for the class that has not yet*

❑ The drop teacher is to report the student as present that period/day in LAUSDMAX, sign the Change of Program Confirmation form, and send the student to the new class (See Chapter 4.2 Teacher Attendance Directions). The drop teacher is required to report attendance that day because the receiving teacher's rosters will not reflect the program updates until the next day.

❑ The receiving teacher is to sign the Change of Program Confirmation form and start reporting attendance in LAUSDMAX for the student the next school day.

Attendance Office Follow-up

❑ Using the unsigned Change of Program Confirmation forms provided by the Counseling Office, check the attendance of these students for the periods that had any program changes.

❑ When receiving Change of Program Confirmation forms from students, check for signatures from both the drop teacher and the receiving teacher. If any teacher signatures are missing, send the form to the teacher with a note to sign and return it. If applicable, ask drop teacher to enter the student as present in LAUSDMAX.

❑ If, at the end of the day, any of the drop teachers still have reported the student as absent, resolve the absence by entering the CO (Counseling Office) reason code into LAUSDMAX for that period. (It is assumed that the student failed to go to the dropped class during the period affected.)

Storage of Signed Forms

❑ The Attendance Office is to return the signed Change of Program Confirmation forms to the Counseling Office.

❑ Forms are to be alphabetized and filed in each of the Counselor's files.

Next Day Procedures in Event of Problem with Nightly Interface

The next day, if there was a problem or delay from the nightly interface, the student will <u>not</u> appear on the LAUSDMAX electronic roster of the receiving teacher. If this occurs:

❑ The receiving teacher is to record the student's attendance manually on a New Student Attendance Form (Appendix A) *and* submit the form to the Attendance Office by the end of the period.

❑ The drop teacher is to mark the student absent in LAUSDMAX.

Changing Multiple Programs at Once in SSIS (Counseling Office)

❑ To change programs for groups of students simultaneously, use the CL10 program <u>after the period</u> has met for the day, but <u>before 6:30 pm</u> (this is when the nightly interface with LAUSDMAX begins – it usually runs the entire evening, finishing by 7 am the next morning). The updates will be reflected on the teachers' electronic LAUSDMAX rosters the next day.

❑ Notify students and teachers impacted by these program changes.

❑ The next day, if there was a problem with the nightly interface, the program changes will <u>not</u> be reflected on class rosters in LAUSDMAX. In this case, SSIS ID41 should be used to print manual class rosters for the impacted teachers to use to record attendance.

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met and the next day s/he is to obtain the signatures of the teachers for the period that already met.

These teachers are to sign and date their attendance rosters and send them to the Attendance Office by the end of the period.

2.3.8 MANAGING ATTENDANCE REPORTING FOR PHYSICAL EDUCATION TEACHERS DURING PHASE 1 OF ISIS

Background
Physical Education teachers typically take attendance on the field, where there are no computers easily accessible. Planning for Phase 2 of ISIS includes the availability of a solution for PE teachers that supports the use of a secure smartphone or tablet computer to enter attendance each period.

Purpose
This document is intended to provide best practices for PE teachers to report attendance during Phase 1 of ISIS. If these practices do not meet a particular school's specific needs, printed Five/Ten Column Class Worksheets may be used by PE teachers and submitted to the Attendance Office for data entry into LAUSDMAX.

Logistical Preparation
The school's administrators are to ensure that there is an Internet connected, ISIS certified computer located in both the Boys' and Girls' Physical Education offices.

General Procedure (All Periods, Except the Last One of the Day)
❑ PE teachers record attendance manually during class using the Five/Ten Column Class Worksheet generated from LAUSDMAX or the District's pocket-size PE rollbooks.

❑ When teachers return to the locker room at the end of the period, they rotate between entering their attendance into LAUSDMAX on the computer in the PE office and supervising the locker room. This process has been used effectively at many schools.

❑ If a school has any periods with less than two teachers to monitor a locker room, the teachers enter their attendance into LAUSDMAX as soon as time permits during the day.

After-School Sports Procedure
Attendance reporting by teachers of sports that start during the last period of the day and continue after school presents a challenge for a school to complete attendance reporting accurately for the entire day. (*Attendance not submitted for any classes causes students who are actually absent to appear as present in those classes in the system. This prevents Blackboard Connect from phoning the home of these absent students.*)

❑ Teachers of after-school sports are to record attendance on Five/Ten Column Class Worksheets and send them to the office for data entry no later than 20 minutes into the period.

2.3.9 ATTENDANCE DOCUMENT RETENTION

State law requires certain types of attendance documents to be filed and stored. Below are the filing methods and required retention times for documents related to ISIS Phase 1, period-by-period attendance reporting. (Also see the Policy and Procedures Manual attachment of BUL-4926 for additional attendance documents generated in SSIS which must be retained.)

Source Document	Method of Filing	Retention Period (Year = July 1 through June 30)
Five/Ten Column Class Worksheets submitted by substitute teachers reporting attendance manually and any used by teachers to record attendance in the event of system unavailability and then entered in LAUSDMAX by the teacher on a subsequent day or entered in the system by office staff the same or subsequent day.	By date, then regular teacher name	3 years
Student Absent Notes/Absent Note Cards[†]	By student name	3 years
Truancy Notifications (e.g., Initial Notification of Truancy Letter)	By student name	3 years
Documents listed below may need to be retained under certain circumstances.		
Attendance Not Submitted Report with Date Range	By teacher name, then date	Suggested to keep until end of school year – may be needed for audit purposes
LAUSD Partial Day Absence Report	By date	Save if using for SARB report – can print at any time
Teacher Discrepancy Memo	By teacher name, then date	Until the end of the month or until resolved and 3 years if submitted in 2008-09 after applicable Teacher's Sign-Off submitted

A three-year retention period includes three full fiscal/ school years beyond the current school year and past a final audit, which usually occurs by December 15th of the following year. If a subsequent audit is required by state, federal or independent audit agencies during the three year retention period, the document(s) must be stored for an additional three years past the date the agency issues the final audit report.

2.3.10 END OF TRACK / SEMESTER / YEAR PROCEDURES

Not relevant at this time—topic is covered in Secondary SIS annual newsletter.

[†] If an absence is cleared via phone contact with a parent, the required information, including reason for absence, must be recorded in the LAUSDMAX Call Log or on paper. Individual student forms should be filed <u>by student</u>, with absence notes and Absent Note Cards. All paper phone logs and individual student forms must be filed <u>monthly</u> for audit purposes and stored for 3 years. LAUSDMAX generates the Absence Detail Call List which can be used as a manual phone log. (See Chapter 2.3.4 for more information on documenting calls.)

2.3.11 SELF-AUDIT CORRECTIVE ACTIONS INSTRUCTIONS

Follow the guidelines in the Attendance Policy and Procedures Manual attached to BUL-4926. Relevant information is also provided in Chapter 2.2.1 Principal's Weekly Attendance Summary.

2.3.12 ATTENDANCE PROCEDURES FOR FIELD TRIPS – AND USING GROUPS AND MASS ATTENDANCE BATCH UPDATE FOR GROUPS

The information in this chapter is in accordance with the District's Field Trips Handbook and Revised Procedures, REF– 2111.0. The information below is recommended procedures for only the student attendance aspect of field trips. A teacher who organizes a field trip is referred to as the Supervising Teacher(s).

1 -5 Days Before Field Trip

Supervising Teacher(s):

❑ If the field trip is to be for a specific class, make arrangements with another teacher(s) to serve as "Temporary Teacher" (for that period on the field trip day) for any students who will <u>not</u> be participating in the field trip. Provide the teacher(s) with a Dispersed Student Attendance form with the date and student information completed. (See Appendix F.)

❑ Prepare an alphabetized roster of students who are authorized to participate in the scheduled trip and submit a copy to the Attendance Office; keep another copy to use to record attendance on the day of the field trip.

   • If a specific class is participating in the field trip, a printed LAUSDMAX Five/Ten Column Class Worksheet should be used by making a "not participating" notation next to the names of students who will not be participating in the trip; and for each of those students, include the Temporary Teacher name and the room number for the field trip day.

   • If participants are from multiple classes, manually prepare the alphabetized roster of scheduled field trip participants.

❑ Provide the office with the top half of the students' permission slips "Authorization for Medical Care". (The bottom half is carried by the teacher on the day of the trip.)

Attendance Office Clerical Staff:

❑ Use the Student Groups Management feature of LAUSDMAX and the attendance roster provided by the Supervising Teacher to create a field trip group. See directions below for details on creating a group.

Day of Field Trip

Supervising Teacher(s):

❑ Take attendance on a copy of the alphabetized roster that you prepared beforehand and give it to the Attendance Office before leaving on the trip.

Temporary Teacher(s)—if any:

❑ Submit to the Attendance Office a completed Dispersed Student Attendance form during the class period that the regular teacher's student is assigned to be in their classroom.

Attendance Office Clerical Staff:

❑ Use the Mass Attendance Batch Update, Group feature of LAUSDMAX to enter an absence and an FT reason code for the field trip group (for all periods spent off campus). See directions below for details on taking attendance using a group roster. Use of this feature requires the user role School Office - Attendance Plus. For more information see note box regarding this role at the end of this section.

❑ Use LAUSDMAX and the Supervising Teacher's attendance roster to enter absences (and no reason codes) for absent students who were scheduled for the field trip.

❑ Use any completed Dispersed Student Attendance Forms (sent to the office by Temporary Teachers) to update attendance in LAUSDMAX for students who were not authorized to participate in the field trip and are marked Present or Tardy by the Temporary Teacher.

> Note: Because schools are responsible for students when they are on campus or on a school-sponsored activity (California Education Code 44808), it is advisable for schools to know the whereabouts of students. Therefore, schools are to follow these procedures for entering field trip attendance **on the day of the trip,** rather than on a day prior to the trip.

Procedures for <u>Creating</u> a Field Trip Group

1. From the Main Menu, click on **Student**.
2. From the Student Menu, select **School Groups Management**.
3. From the Student Groups - Group Search screen, click on the **Search** button.
4. From the Student Groups - Group Search, Search Results screen, click on **Create New Group** button.
5. On the Add New Student Group screen, for the "Group Number", enter a number that has not previously been used. For "Description", enter an appropriate title such as "FT Jack Jones 3.26.2010". Select a Group Category. For State Code, leave blank. ***For Secured Group, click on "No"***, and then click on the **Submit** button.
6. From the School Group Navigation screen, click on the Group Roster tab, and then click on **Add Student** button.
7. From the Student Group screen, Add Student (s) screen, select the filter options which you wish to use to select students or type in the first few letters of the student's last name; then click on the **Search** button.
8. From the Search Results screen, click on the box that is to the left of the student's student number, continue selecting <u>all</u> the students from the first page, then click on the **Add & Next >** button to proceed to the next page or use the modify search feature. Do <u>**not**</u> click on the Add Selected Students button until you have finished selecting <u>all</u> the field trip students indicated on the roster provided by the Supervising Teacher.
9. Your group roster is now complete. Note: Students may be added or deleted from the group once it is created; however, no changes should be made once attendance has been submitted.

Procedures for <u>Removing</u> Students from the Field Trip Group Roster

1. From the Main Menu, click on **Student**.
2. From the Student Menu, select **Student Groups Management**.
3. From the Student Groups, Group Search screen, click on the **Search** button.
4. From the Search Results screen, select the group you wish to modify.
5. From the Group Roster screen, click on the **Remove** tab aligned with each name and confirm the action.
6. Selected student is removed from the group roster.

Procedures for Taking Attendance using the Field Trip Group Roster and Mass Attendance Batch Update (MABU)

1. From the Main Menu, click on **Attendance**.
2. From the Attendance Menu, select **Mass Attendance Batch Update**.
3. From the Mass Attendance Batch Update screen, select **By Group**.
4. From the Add Students to Batch – Group Search screen, click on the **Search** button.
5. From the Search Results screen, click on the group number of the group you want.
6. From the Search Results screen, click on the **Add All** button.
7. From the Current Mass Attendance Batch screen, click on the **Edit Attendance** button.
8. From the Student Attendance Batch Update Edit screen, complete the following:
    a) Enter **Start** and **End** Dates:
    In the Batch Attendance Options section:
    b) Click on the **Absent** radio button.
    c) Enter the **first** period for which the field trip is scheduled.
    d) Enter the **last** period for which the field trip is scheduled.
    e) Enter Reason Code: **FT** (*click on the radio button for a list of reason codes*)
    f) Click on the **Apply to All** button.
    g) Remove the FT reason code for all students who were scheduled for the field trip but are absent.
    h) Click on the **Submit** button.
9. The following message should then appear: *"The mass attendance update process completed successfully."* Verify that the update was successful by selecting a student and checking that the student is marked absent for all periods on the day that the field trip is taking place.

Note: The School Office –Attendance Plus User Role was developed to better control access to the Mass Attendance Batch Update (MABU) function. **Incorrect use of the MABU feature can cause major loss of a school's attendance data.**

Principals should assign this role to one staff member per 1000 students, up to a maximum of five. In addition to submitting an *ISIS User ID Authorization Form* for "School Office – Attendance Plus", applicants are required to submit the *Addendum for "Attendance Plus" User Role.* The required forms and a Guide to LAUSDMAX User Roles are available on the ISIS Website > Publications > Forms Library.

2.3.13 CLEARING ATTENDANCE USING THE CLEARING ATTENDANCE FEATURE AND THE MASS ATTENDANCE BATCH UPDATE (MABU)

Incorrect use of the Mass Attendance Batch Update Clearing Attendance feature can cause major loss of a school's attendance data. The MABU Clearing Attendance feature may be used to *correct attendance submission errors*. This feature should only be used for the current or future date(s), Period(s), and Reason Code previously submitted. Do **NOT** use this feature once the class periods for the dates entered have occurred.

Once the Clearing Attendance feature is used, the Attendance Status Audit screen will display the previous attendance information and the current attendance information (which displays as null). The screen will also display when and by whom the information was last updated.

Note: It is highly recommended while using Mass Attendance Batch Update, that a Group is created and used to enter attendance. In the event that the Clearing Attendance feature is used, the Group's student list will ensure that all students whose attendance needs to be corrected are cleared. Detailed instructions appear below.

Procedures for Clearing Attendance to Correct Previously Entered Attendance Using Mass Attendance Batch Update:

1. At the Main Menu, click on **Attendance**.
2. Click on **Mass Attendance Batch Update.**
3. Add students to the batch using the *by Group link* to select the group you had previously created.
4. Select your students and **Add all**.
5. Click on the **Edit Attendance** button.
6. Enter Start and End Dates.
7. In the Batch Attendance Options section, complete the following:
   a) For Attendance Status, leave blank.
   b) Enter the Start and End Periods.
   c) Enter Reason Code.
   d) Place a check mark in the **Clear Attendance** box.
   e) Click on the **Apply to All** button.
   f) Click on the **Submit** button.
8. Read the warning/confirmation message and click the **Yes** button if you agree. Otherwise, click the **No** button.
9. The following message should then appear: "The mass attendance update process completed successfully." Select one student from the Group and navigate to the student's Attendance Status Audit screen and verify that the attendance was removed.

2.4 PHASE 1 – DISABLED PROGRAMS IN SSIS

Once LAUSDMAX is implemented at a school site, many of the SSIS (Legacy) programs are disabled. The following programs are not in use once LAUSDMAX is implemented:

AT01, AT01A, AT01B, AT01C, AT01D, AT01E, and AT01LAST
AT02
AT03, AT03C, and AT03P
AT04, AT04C, AT04D, and AT04DR
AT06*
AT12 and AT12N
AT18
AT21
AT32 and AT32D
AT33
AT34 and AT34R
AT36
AT38
AT47
AT61
CL09
MR02
MR03
MR04**
MR09WD
MR95
RAAFT

*AT06 is available only to "E" or "L" students.

**MR04 may be used only to view marks.

For information on LAUSDMAX processes to use instead of SSIS programs, see the ISIS Phase 1 Cross Reference Guide for SSIS, located on the ISIS website under For Schools > Secondary > Attendance.

Chapter 3: Office Staff

The following chapter outlines the attendance activities of the office staff, which includes Attendance Office clerical staff, the Re-admit Team (which may include members of the clerical staff), SIS Coordinator, and Technical Support/Coordinator. Chapter 3.3 provides a detailed, comprehensive task list with role assignments.

3.1 How ISIS Affects School Office Staff

With respect to the Student Information System (SIS) Coordinator/School Office Computer Coordinator and Attendance Office staff, Phase 1 of ISIS requires careful management of two systems (SSIS and ISIS) to ensure data in both systems is correct. Office staff should review the following chapters and appendices:

> 2.3.1 Classification and Statistical Reports
> 2.3.2 Procedures for Setting LAUSDMAX Meeting Patterns – CS25/CS26
> 2.3.3 Managing No Show Students to Ensure Accurate Norm Day Counts
> 2.3.4 Procedures for Updating Attendance—Absence Reasons
> 2.3.5 Documenting Calls to Parents/Guardians
> 2.3.6 Tools for Monitoring Attendance
> 2.3.7 Change of Program Procedure for Taking Attendance During Phase 1 of ISIS
> 2.3.8 Managing Attendance Reporting for Physical Education Teachers in Phase 1 of ISIS
> 2.3.9 Attendance Document Retention
> 2.3.10 End of Track / Semester / Year Procedures
> 2.3.11 Self-Audit Corrective Actions Instructions
> 2.3.12 Attendance Procedures for Field Trips
> Appendix E--Attendance Submission Reminder
> Appendix F--Dispersed Student Attendance Form
> Appendix G-- New School Year Sample Teacher Informative

3.2 Office Staff Daily, Weekly, and Monthly Responsibilities

This chapter contains an overview of the daily and weekly attendance responsibilities of school office staff, organized by specific roles. Depending on a school's size and organization, an individual staff member may be responsible for more than one of these roles or a portion of one role.

3.2.1 Student Information System (SIS) Coordinator/School Office Computer Coordinator

Before School Day Starts
❑ Retrieve disconnected number information from Blackboard Connect and provide to clerical staff to follow up with students to obtain updated phone numbers
❑ Assist the Re-admit Team when needed
❑ Monitor the overnight transition of new enrollees and program changes from SSIS to LAUSDMAX to verify that the updates appear correctly; report any problems to the IT Helpdesk and inform school-site offices as needed

During School Hours
❑ Provide on-site support to LAUSDMAX users (answer software application questions and provide on-the-job training and assistance as needed)
❑ Refer school hardware and network problems to on-site technical support person and/or IT Helpdesk

❑ Receive and refer LAUSDMAX software problems to IT Helpdesk at 213-241-5200 or http://helpdesk.lausd.net/.

❑ Fill requests for various printouts

❑ Assist the clerical staff when needed

After School Hours

❑ In case of school-wide unavailability of LAUSDMAX for entire day, contact IT Helpdesk or complete the LAUSDMAX Attendance Parameters Change Request form (found on the ISIS website) to request teacher access to input the day's attendance on the following day

❑ Continue earlier tasks as needed

3.2.2 CLERICAL STAFF

Before School Day Starts

❑ Work with Re-admit Team

❑ Check in substitute teachers; distribute instructions and Substitute Schedule Slips or Five/Ten Column Class Worksheets

During School Hours

❑ Enter check outs and new enrollees in SSIS

❑ Enter attendance in LAUSDMAX:

- From teacher submitted printed Worksheets,[‡] New Student Attendance forms (Appendix A), activity/field trip attendance lists, and Dispersed Student Attendance forms (Appendix F) Note: the Attendance Certification pop-up question will appear the first time attendance is submitted for a class—by a teacher or by an office staff member. It does not appear when updates are made to a class.

- Corrections from Teacher Discrepancy Memos

  Reason codes from telephone log of parent calls (See Chapter 2.3.4)

> **Note**: Until full implementation of LAUSDMAX, new students who are enrolled on the same day that they attend class for the first time will not appear on the class roster until the next day. When a new student appears on the class roster in LAUSDMAX the next day, office staff must resubmit attendance for that class period for the prior day, by using **Period Attendance for an Educator**. Failure to follow this procedure will result in the class appearing on the Attendance Not Submitted Report with Date Range for that day.

❑ Generate Attendance Not Submitted Report with Date Range every period and follow up with teachers not submitting

> **Note**: Late morning automated Blackboard Connect calls to student homes are made based on attendance data in LAUSDMAX at 9:30 a.m. Automated evening calls are made based on attendance data in the system at 3:30 pm. Calls are made for all absences and tardies with a reason code of 2 (unexcused), 3 (non-compliant), or blank.

[‡] Enter attendance for an entire class via **Period Attendance for an Educator**; otherwise, the class/teacher appears on the Attendance Not Submitted Report with Date Range.

❑ Clear unresolved absences and tardies by utilizing the tools described in Chapter 2.3.6, under "Clearing Absences and Tardies" and entering the reason codes as described there and in the bulleted checklist in 2.3.4. Obtain needed information:

- During re-admit process
- By telephoning parents and documenting the calls
- By summoning students and giving them Absent Note Cards (form 966-122-6173 Rev. 6/2009) for completion and return
- By mailing Absence Detail Call List Letters to parents
- By referring students with excessive absences and/or tardies to PSA Counselor and others designated by Principal; provide report(s) described in Chapter 2.3.6, under "Identifying Students with Poor Attendance."
- See Chapter 2.3.4 – 2.3.6 for more details.

❑ Obtain updated telephone number from students on list of disconnected numbers (from SIS Coordinator) and enter the new numbers in system(s).

❑ File reports, re-admit notes, Five/Ten Column Class Worksheets, and other forms (see Chapter 2.3.9 for document retention information).

After School Hours

❑ Run Teacher Discrepancy Memos and place in teacher mailboxes

❑ Run and distribute any reports school is to use the next day for re-admit or other purposes (e.g., Re-admittance Roster)

❑ Organize counter(s) for next morning's re-admit processing

❑ Print out mandated parent attendance notification letters and prepare for mailing (see BUL-4926)

❑ Continue earlier tasks as needed

Weekly or Bi-Weekly

❑ Print Five/Ten Column Class Worksheet for all teachers in case of LAUSDMAX access issues or emergencies (school may choose instead to have teachers print their own copies)

Monthly

❑ **(on specified date)** If directed by administrator, access Truancy Letter Report—Initial Evaluation, provide to administrator and assist in clearing absences and tardies for students on the list (See Chapter 2.3.4 -2.3.6)

❑ **(on specified date)** If directed by administrator, access Truancy Letter Report—Final and provide to administrator to review the list of students whose parents will receive an Initial Notification of Truancy (NOT) Letter (See Chapter 2.3.6)

❑ **(Monthly)** File copy of Initial NOT Letter [to parent] provided by central office (See Chapter 2.3.9)

3.2.3 RE-ADMIT TEAM

Before School Day Starts

❑ Be ready and prepared to re-admit students

❑ Remind students prior to entering office to have ready in hand a note with all information necessary for identification and data entry (student name, grade, birth date, date(s) of absence)

As Students Enter
Recommended Best Practices (See Chapter 2.3.4 for more details.)
Each team member will:

❑ Take student's note (if provided). If no note is provided, give student an Absent Note Card (966-122-6173 Rev. 6/2009) to be returned the next day or send to available staff to call parent

❑ Bring up student's name in LAUSDMAX§ and enter reason code using one of the following function screens:

- Student Attendance, by Date (can update single day absences)
- Student Attendance, by Class (can update attendance for a specific class)
- Student Attendance, by All Dates and All Periods (can update multiple days of absences covered by an absence note from a parent; can add a date to edit if needed)
- Student Attendance, Unresolved Absences/Tardies (can use when telephoning parents; includes a link to the Call Log)
- Mass Attendance Batch Update, By Student (alternative that may be used for updating the reason code for an extended absence which has only one applicable reason code)

❑ Send student to class; provide time stamped pass if student will be late

3.2.4 TECHNICAL SUPPORT

Before School Day Starts
❑ Check school network and connectivity; report any problems to the IT Helpdesk and inform school users as needed

During School Hours
❑ Provide on-site technical support to LAUSDMAX users (supply District informational resources, answer hardware and connectivity questions and provide on-the-job training and assistance as needed)

❑ Track school's hardware and network problems by addressing directly or by contacting the IT Helpdesk at 213-241-5200 or http://helpdesk.lausd.net/; follow up on resolution

After School Hours
❑ Continue earlier tasks as needed

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§ An alternative approach is writing the reason code on a copy of the Re-admittance Roster (printed at the end of the prior day) and having the team or a subset of the team enter the code into LAUSDMAX within the first 30 minutes of period 1.

3.3 DETAILED ATTENDANCE TASK LIST

The Detailed Attendance Task List that follows serves as a comprehensive sequential list of daily, weekly and monthly attendance-related tasks. Specific roles/staff members likely to complete these tasks are identified in the first column.

Role C=Clerical S=SIS Crdr R=ReAdmit A=Admin'r	Task No.	Daily Tasks S = SSIS; M=LAUSDMAX; X=manual process; **=Audit item	Before Per 1	During Per 1	During Per 2	During Per 3	During Per 4	During Per 5	During Per 6	After Per 6	During Day
C	1	Update names of absent teachers and generate and print Substitute Schedule Slips. If needed, print substitute Five/Ten Column Class Worksheets. (Chapter 3.4)	M								
C	2	Provide substitute teachers with information packet that includes a Substitute Schedule Slip for accessing LAUSDMAX or printed Worksheets for submitting attendance manually. (Chapter 3.4)	X								
S	3	Print out Blackboard Connect Information.	S								
R	4	Accept absence note from student, determine absence reason code, and enter in LAUSDMAX. (Chapter 2.3.4)	X M								
R	5	For student with no note, give Absent Note Card to be returned the next school day, or send to available staff to phone parent.	X M								
R	6	As you view each student's absences from previous day(s) in LAUSDMAX, look for discrepancies between electronic record and parent note/Call Log. If parent note/Call Log states all day absence, confer with teacher(s) regarding changing periods recorded as "present" that day to "absent" and entering reason code for full day absence.	M								
R	7	For each discrepancy that is corrected, a notation of the attendance change made in the system is needed in the LAUSDMAX Call Log or on the manual note/phone log of the information provided by the parent. (Note: Call Log entries cannot be changed once they are submitted. If the notation is not made before the entry is submitted, a new entry with the notation will be needed.)	X								
C	8	Run and print Attendance Not Submitted Report with Date Range to determine who has not submitted attendance.		M	M	M	M	M	M	M	
C	9	Contact teachers to submit missing attendance.		M	M	M	M	M	M	M	
C	10	Collect any completed Five/Ten Column Class Worksheets, activity/field trip attendance lists, Dispersed Student Attendance forms, New Student Attendance forms, and Teacher Correction Forms; review for signature and date.		X	X	X	X	X	X		
C	11	Enter information from the above listed manual forms into LAUSDMAX.		M	M	M	M	M	M		

Role C=Clerical S=SIS Crdr R=ReAdmit A=Admin'r	Task No.	Daily Tasks S = SSIS; M=LAUSDMAX; X=manual process; **=Audit item	Before Per 1	During Per 1	During Per 2	During Per 3	During Per 4	During Per 5	During Per 6	After Per 6	During Day
S	12	Check that students enrolled in SSIS yesterday are in LAUSDMAX today; report problems to IT Helpdesk.									M
C	13	Using the summary page of the Teacher Discrepancy Memo, check off teachers who returned their memos.									X
C	14	Update discrepancies in LAUSDMAX (Student Attendance> Attendance by all dates and class periods> student name).									M
C	15	**File Teacher Discrepancy Memo, <u>by teacher</u> name, then date.									X
C	16	**If all Teacher Discrepancy Memos have been returned and cleared for a particular day, file report by teacher name, then date.									X
C	17	Clear absences (Chapter 2.3.4 – 2.3.6).			M X					M X	M X
C	18	Summon students to update disconnected, phone numbers, etc. (Log info. in LAUSDMAX Call Log.)									M
C	19	Enter address and telephone number updates in SSIS.									S
C	20	Provide information to parents who call for daily attendance checks.									X
C	21	**File as needed completed Five/Ten Column Class Worksheets, New Student Attendance forms, and Teacher Correction Forms (see Chapter 2.3.9).									X
C	22	**File all returning student absence notes <u>by student</u>.									X
S	23	Print reports for PSA Counselor or designated person. (Chapter 2.3.6, under "Identifying Students with Poor Attendance").									M
C/A	24	Generate LAUSD Partial Day Absence Report; AP review.								M	
C/A	25	Generate Master Absence Report; AP review.								M	
C/A	26	Generate and save to pdf Absence Detail Call List for the day; AP review.								M	
C/A	27	**Reprint Attendance Not Submitted Report with Date Range at end of day to provide to AP for review and file for State audit purposes.								M	
C/A	28	Print report, Teacher Discrepancy Memo, and place in teachers' boxes; AP review.								M X	
A	29	To obtain the # of students likely to return tomorrow, run Re-admittance Roster report.								M	
C	30	If desired, print Re-Admittance Roster report and make copies for Re-admit Team to use the next school day.								M	
C	31	Organize re-admit counter(s) for the next school day.								X	
C	32	Print AT05 3 or 5 day consecutive absence letters (and any other letters per LAUSD BUL-4926 & school policy).								S	
C	33	Prepare letters for mailing.								X	

Role C=Clerical S=SIS Crdr R=ReAdmit A=Admin'r	Weekly/Monthly Tasks S=SSIS; M=LAUSDMAX; X= manual process; **=Audit item	Weekly	Monthly or End of Term
C	Print Five/Ten Column Class Worksheet for all teachers on a weekly or bi-weekly schedule for use in case of LAUSDMAX access issues or emergencies. (School may choose instead to have teachers print their own copies.)	M: Thursday, pm	
C	Five/Ten Column Class Worksheet: Give to teachers to file in their "Emergency Folder" in the classroom.	X: Friday, pm	
C	Run and print Teacher Discrepancy Memo for entire week.	M: Friday, pm	
C	Place Teacher Discrepancy Memos in teacher mailboxes and obtain AP assistance to resolve discrepancies that remain unresolved from M – Th.	X: Friday, pm	
A	Ensure Principal reviews summary statistics for the week and discusses with appropriate staff. (Chapter 2.2.1)	Friday, pm or Monday am & mtg.	
C/A	Access Truancy Letter Report—Initial Evaluation and work to clear absences and tardies for students on the list, including using Absence Detail Call List Letter (Chapter 2.3.4 - 2.3.6)		Monthly on specified date--M; X
C/A	Access Truancy Letter Report--Final to review students whose parents will receive an Initial Notification of Truancy (NOT) Letter (Chapter 2.3.6)		Montlhy on specified date--M
C	**File copy of Initial NOT Letter [to parent] provided by central office (Chapter 2.3.9)		Monthly--X
S	**Statistical Report: Print from SSIS, review with AP, obtain Principal's signature, mail and file.		Monthly--S (AT16)
S	** Classification Report: Follow guidelines in REF-1819.9, with review by AP. Includes generating "Test" report for review before official report is available electronically from central office, and printing official report, obtaining Principal's signature, and filing.		S

3.4 SUBSTITUTE TEACHER PROCESS

Overview
This section contains a flowchart that shows the process needed to successfully obtain accurate attendance information from substitute teachers, utilizing LAUSDMAX. For detailed instructions on how to indicate absent teachers and produce Substitute Schedule Slips, see the Office Staff Quick Guide: Preparing for Substitute Teachers to Take Attendance, available on the ISIS website. For detailed directions to provide to substitute teachers, see Chapter 4.3 Substitute Teacher Attendance Directions (which focuses on District policy and procedures for submitting attendance and which may be formatted for your school) and the Substitute Teacher Quick Guide: Taking Attendance (which focuses on how to use the LAUSDMAX software), available on the ISIS website.

A school's substitute teacher folders or information packets need to contain appropriate resources for reporting attendance with LAUSDMAX. The flowchart page contains a list of the attendance related items which should be included. Review Chapter 4.1 to obtain further information on handling regular staff members covering a class.

Long Term Substitute Teachers
For the first twenty consecutive days in the same substitute assignment, the substitute teacher needs to have a Substitute Schedule Slip generated daily. Substitute teachers that have been serving in a single assignment for at least 21 consecutive days are to apply for a teacher user role via the EZ Access Request system (http://ezaccess.lausd.net). When applying, substitutes should update the Cost Center Code box to match their current assignment.

MEM-5633.0 No Child Left Behind (NCLB): Qualifications for Teachers; Parent Notification Requirements and Right to Know Procedures, Annual Principal Certification Form, states "all substitutes who are expected to be in a class for 20 or more days must be entered into the Student Information System (SIS)." The substitute's employee number is to be entered in FC01 and CL01 in SSIS at the start of the assignment, and then the employee is to use EZ Access the next day to apply for the LAUSDMAX teacher role.

Office User Role
Best practices are for clerical or other staff in the Main Office to be responsible for the substitute teacher attendance reporting process at a school. In order to carry out the tasks for this process in LAUSDMAX, staff must have the user role of School Office-Attendance. To request a user role, use the online EZ Access Request system. Information regarding EZ Access is provided on the ISIS website by going to http://isis.lausd.net > Tools & Resources > Access & Information Security.

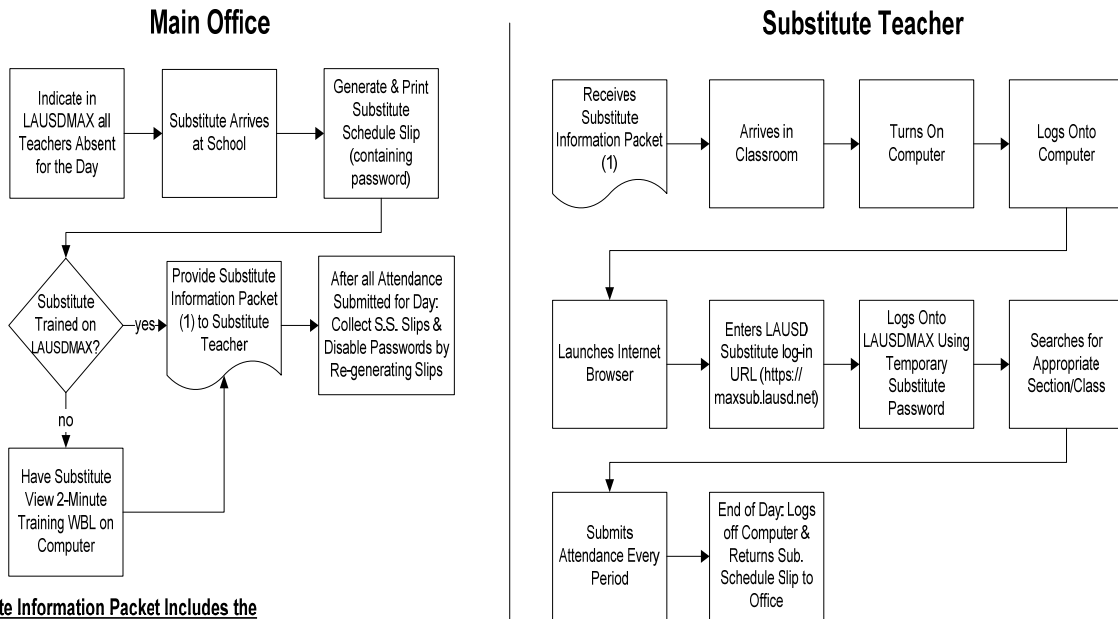**Multiple Substitutes: Substitute Schedule Slips**
Due to security reasons, when a school has more than one substitute teacher covering a teacher's classes on a single day, a different Substitute Schedule Slip needs to be generated for each substitute. For example, if five in-house teachers are each covering a period, a Substitute Schedule Slip would have to be generated for each of them, for a total of five slips. If this process is too cumbersome, the manual process of teachers taking attendance on printed Five/Ten Column Class Worksheets may be used. When printed Worksheets are used, substitute teachers are to sign and date the completed Worksheets and return them to the Attendance Office by the end of each period.

End of Day Security Precaution

Once all substitute teachers have left for the day, schools are encouraged to re-generate (but not print) all the current school day's Substitute Schedule Slips. Re-generating the Substitute Schedule Slips disables passwords that were issued during the school day. Because passwords are valid until midnight, this process eliminates the possibility of attendance being changed by other than office personnel.

Integrated Student Information System (ISIS) Phase 1
Attendance Process for Substitute Teachers Using LAUSDMAX*

Main Office

- Indicate in LAUSDMAX all Teachers Absent for the Day
- Substitute Arrives at School
- Generate & Print Substitute Schedule Slip (containing password)

- Substitute Trained on LAUSDMAX? — yes → Provide Substitute Information Packet (1) to Substitute Teacher
- no → Have Substitute View 2-Minute Training WBL on Computer
- After all Attendance Submitted for Day: Collect S.S. Slips & Disable Passwords by Re-generating Slips

(1) Substitute Information Packet Includes the following:
-Instructions on logging on the network & computer, including any needed passwords
-Who to contact & steps to take if problems are experienced, including losing the Substitute Schedule Slip
-Substitute Schedule Slip, containing LAUSDMAX Password and listing of sections (classes)
-Five/Ten Column Class Worksheets for the day (for backup)
-Substitute Teacher Quick Guide: Taking Attendance
-Substitute Teacher Attendance Directions (section 4.3 in ISIS Phase 1 Attendance Procedures Handbook)
Note: The Password generated for a substitute teacher is valid for only one day.

Substitute Teacher

- Receives Substitute Information Packet (1)
- Arrives in Classroom
- Turns On Computer
- Logs Onto Computer

- Launches Internet Browser
- Enters LAUSD Substitute log-in URL (https://maxsub.lausd.net)
- Logs Onto LAUSDMAX Using Temporary Substitute Password
- Searches for Appropriate Section/Class

- Submits Attendance Every Period
- End of Day: Logs off Computer & Returns Sub. Schedule Slip to Office

* This is recommended best practice. Under some circumstances, a school may choose to use the manual attendance process for one or more substitute teachers. The manual process entails providing each substitute teacher with a set of printed Five/Ten Column Class Worksheets to complete, sign, and date and submit to the Attendance Office each period. The information on these Worksheets must be entered into LAUSDMAX by clerical staff in the Attendance Office each period.

4/12/12

Chapter 4: Classroom Teachers

The following chapter provides attendance taking information and directions for classroom teachers and substitute teachers. Teachers do not need to enter attendance in a roll book, although some teachers may prefer to use a roll book in addition to LAUSDMAX. The official record of attendance resides in LAUSDMAX. The Word version of the directions contained in 4.2 and 4.3 are available on the ISIS website. Schools may modify and use them to suit their school specific procedures.

4.1 CLASSROOM TEACHER DAILY AND WEEKLY RESPONSIBILITIES

This section contains an overview of the daily and weekly attendance responsibilities of teachers and substitute teachers

4.1.1 TEACHER

Before School Day Starts

❑ Complete any Teacher Discrepancy Memos and return to Attendance Office the same day

❑ Keep current printed Five/Ten Column Class Worksheets in classroom ready to use in case LAUSDMAX is not available

During School Hours

❑ Take attendance during the first 15 minutes of each period. If all students are present, click the **Submit** button. If a new student is not on class screen, fill out a New Student Attendance form (Appendix A) and send to Attendance Office

- Mark any student not in class as absent, including new students who do not show up.
- Mark "tardy" any students who arrive late, and enter tardy reason code and Time In, per school policy

❑ Log out of LAUSDMAX after completing attendance for the period

❑ Use pre-printed Five/Ten Column Class Worksheet(s) to take attendance in case of loss of connectivity or power and contact your on-site technical support. Be sure to sign and date the Worksheet. Follow instructions provided regarding entering the attendance information into LAUSDMAX at a later time or providing the office the printed Worksheets for office staff to enter class attendance into the system. If LAUSDMAX is still not available at the end of the day and you are instructed to submit attendance in LAUSDMAX on a subsequent day, the signed and dated Worksheet must be retained by the school office after you have entered and submitted the attendance in the system.

After School Hours

❑ Verify that each class period's attendance has been submitted by reviewing your LAUSDMAX classes screen and checking that "yes" is posted

❑ Log out of LAUSDMAX

❑ Corrections to attendance submitted may be made in LAUSDMAX up to 30 minutes past the end of the instructional day. For corrections beyond that time, submit Student Attendance Teacher Correction Forms (Appendix B) to the attendance office

❑ Log off computer, sihut down Internet browser and computer

4.1.2 SUBSTITUTE TEACHER (STANDARD DAY-TO-DAY SUBSTITUTE)

Before School Day Starts

❑ Receive instructions and procedures from clerical staff in Main Office:
- Substitute Schedule Slip (containing LAUSDMAX password) and/or
- Printed Five/Ten Column Class Worksheets

During School Hours

❑ Take attendance during the first 15 minutes of each period for every class of the day:

- Mark any student not in class as absent, including new students. If new student is not on LAUSDMAX screen, fill out a New Student Attendance form (Appendix A) and send to Attendance Office
- Mark "tardy" any students who arrive late, and enter tardy reason code and Time In, per school policy

❑ If attendance is taken on Five/Ten Column Class Worksheets, sign and date the printed Worksheets and submit them to the Attendance Office each period

After School Hours

❑ Shut down computer (You will automatically be logged off LAUSDMAX every time you submit attendance.)

❑ Personally return your Substitute Schedule Slip and other materials to the office

4.1.3 SUBSTITUTE TEACHER (REGULAR STAFF COVERING A CLASS)

Teacher Notification Before School Day Starts

❑ Receive instructions and procedures from clerical staff in Main Office:

- Substitute Schedule Slip (containing LAUSDMAX password) and/or
- Printed Five/Ten Column Class Worksheets

Teacher Notification After School Day Starts

❑ Go to Main Office to receive instructions and procedures from clerical staff if time permits:

- Substitute Schedule Slip (containing LAUSDMAX password) and/or
- Printed Five/Ten Column Class Worksheets

❑ If time does not permit a trip to the Main Office, clerical staff will provide a printed Five/Ten Column Class Worksheet to the classroom being covered

During School Hours

❑ Take attendance during the first 15 minutes of the period:

❑ If all students are present, click the **Submit** button.

❑ Mark any student not in class as absent, including new students. If new student not on LAUSDMAX screen, fill out a New Student Attendance form (Appendix A) and send to Attendance Office

❑ Mark "tardy" any students who arrive late, and enter tardy reason code and Time In, per school policy

❑ If attendance is taken on a printed Worksheet, sign and date the Worksheet and submit it to the Attendance Office

4.2 TEACHER ATTENDANCE DIRECTIONS

TEMPLATE/DRAFT: TO BE CUSTOMIZED AND USED BY SCHOOLS

Teacher Attendance Directions

Recording Attendance Using LAUSDMAX
(Illustrations appear in a quick guide available on the ISIS website.)

1. Log in to LAUSDMAX during first 15 minutes of each period to take attendance. (If having difficulty logging in, after three unsuccessful login attempts, contact a support staff individual at your site.)
2. Click appropriate course-section for the class period.
3. If all students are present, click the **Submit** button.
4. Click the **Absent** radio button for any student who is absent
5. Click the **Tardy** radio button for any student who is tardy. Enter the reason code and Time In.*
6. Click the **Submit** button on the bottom of the page.
7. Respond to the Attendance Certification pop-up question and click the **Submit** button.
8. Log out of LAUSDMAX.

* Below is a list of available tardy reason codes, based on a 2012 draft update of the Attendance Policy and Procedures Manual associated with BUL-4926. See Appendix H for more information about attendance reason codes.

Tardy Reason Codes	Tardy Reason as Appears in LAUSDMAX	Explanation of Tardy Reason Codes
1P	Excused Par	Excused Tardy reason submitted by parent
1M	Excused Med	Excused Tardy verified by a medical professional
1N	Excused Nurse	Excused Tardy verified by the school nurse
2	Unexcused	Unexcused
3	Non-Compliant	Arrived late 30 minutes or more without school or parent/guardian permission
AO	Attendance Off	Attendance Office
AP	Asst Princ Off	Assistant Principal's Office
AT	Athletic Team	Athletic Team
BI	Bilingual Off	Bilingual Office
CH	Title 1 Off	Title I Office
CO	Counseling Off	Counseling Office
DO	Dean's Off	Dean's Office
EC	Extracurricular	Extracurricular
FT	Field Trip	Field Trip
GO	Guidance Off	Guidance Office
GT	Grd/Trk Off	Grade/Track Office
HO	Health Off	Health Office

MG	Magnet Off	Magnet Office
PO	Principal Off	Principal's Office
SB	School Bus	School Bus – LAUSD Only
SG	Student Gov't	Student Government
TP	Testing Program	Testing Program
UC	Uncleared	Uncleared (no documentation received to date)
WK	Work Experience	Work Experience

Updates and Corrections

If a student enters the class after attendance has been submitted, log in to LAUSDMAX, change the student's status from absent to tardy, enter a tardy reason code and Time In, and click **Submit**.

> The Attendance Certification pop-up question will not appear again; it only appears the first time attendance is submitted for a class.

LAUSDMAX logs out the user after 30 minutes of inactivity. A log out timer displays the number of minutes that remain until one is logged out automatically.

Corrections can be made in LAUSDMAX until 30 minutes after the end of the school day. Any corrections necessary after that time must be made on the Student Attendance Teacher Correction Form (Appendix B) and submitted to the Attendance Office.

> Reminder:
> With the elimination of paper roll books, teachers no longer need to record "E"s and "L"s to indicate students entering and leaving class.

Protecting Confidential Information

In order to safeguard sensitive student information as well as personal employee information, it is extremely important that all teachers maintain confidentiality of LAUSDMAX passwords. Teachers are advised to treat their passwords as they do their personal bank account numbers and PIN; they are <u>not</u> to be shared with others (especially students) or written down where others may see them. For the most recent information about updating and resetting your password, visit the ISIS project website (http://isis.lausd.net) and go to Tools & Resources > Access & Information Security.

Additional Reference

❑ Schools no longer use PRCs (Permit to Re-enter Class) because absence reason codes are viewable by the teacher in LAUSDMAX.

❑ If a student has any <u>Unresolved Absences/Tardies</u>, this will be listed under the student's name (example: "Unresolved absences exist from Thursday, August 16, 2012").

❑ If a student states that the absence has been cleared, the teacher should click the "refresh" button on the tool bar so that any data recently entered by office staff appears. If the Unresolved Absence/Tardy still appears, advise the student to return to the Attendance Office to clear the absence. This should only be done after Period 1, to allow the Attendance Office time to clear absences in LAUSDMAX.

Recording Attendance on Printed Five/Ten Column Class Worksheets

❑ Teachers who do not have access to LAUSDMAX on a daily basis will be provided a printed Five/Ten Column Class Worksheet for each period for every day. Teachers who do not have one for each period should contact the Attendance Office.

❑ Record attendance on the Worksheet each period as described below, using the same tardy reason codes as are available in LAUSDMAX.

- Write the current date at top of columns used
- If Worksheet is not current, add any missing names and cross out any dropped students
- Record absences and tardies:
  - A = Pupil absent
  - T = Pupil tardy
- Leave blank if pupil is present
- For any tardies, use additional columns to record Time In and tardy reason code

❑ Sign and date the Worksheet and submit it to the Attendance Office by the end of each period.

New Enrollees – Phase 1

Student will arrive with a form showing a class schedule.

❑ *LAUSDMAX:* If student does not appear on your LAUSDMAX screen, fill out a New Student Attendance Form (Appendix A) and send it to the Attendance Office each period. Sign the student's class schedule.

❑ *Five/Ten Column Class Worksheets:* Add student's name and birth date to the bottom of the Worksheet, mark student as present, and sign the student's class schedule.

Change of Class—Phase 1

Checking Out
A student who receives a program change must report first to the teacher whose class s/he is dropping, during the period assigned. This teacher is to report the student as present that period/day. After taking attendance the teacher should sign the change of program form and send the student to the new class.

Checking In
If the student is checking in to a new class, the same day as being dropped from another class, the receiving teacher is to sign the change of program form and start reporting attendance for the student the next school day.

Temporary Unavailability of LAUSDMAX to Users

LAUSDMAX may occasionally be unavailable to a teacher because of power outages, network loss, or emergency drills. Teachers should have a current set of printed Five/Ten Column Class Worksheets in the classroom at all times and follow the steps below.

❑ Record attendance on Five/Ten Column Class Worksheets and be sure to sign and date them. See instructions above under "Recording Attendance on Printed Five/Ten Column Class Worksheets."

❑ Immediately notify your school's designated individual that you cannot access LAUSDMAX to report attendance. (You may use the assistance form in Appendix D.)

❑ Wait for directions from the Attendance Office or your school's designated individual to inform you of the next steps in reporting attendance. (Options may include entering attendance in LAUSDMAX at another computer on campus, entering it in your computer later in the day or the next day, or turning in the completed Five/Ten Column Class Worksheets to the office.)

❑ Follow instructions provided regarding entering the attendance information into LAUSDMAX at a later time or providing the office the completed Worksheets for office staff to enter attendance into the system. The signed and dated Worksheets must be retained by the school office if LAUSDMAX is still not available at the end of the day and you are instructed to submit attendance in LAUSDMAX on a subsequent day.

Students with Permits to Leave
This process remains essentially the same. Students who need to leave campus during the school day must present a note before school to the Attendance Office.

❑ Students will present a Permit for Release of Child During School Hours form in order to be released.

❑ When a student returns, the Attendance Office staff will verify and/or enter the appropriate reason code for the period of time the student was off campus.

Field Trip Procedures
See Chapter 2.3.12 of this handbook (ISIS Phase 1 Attendance Procedures Handbook).

4.3 SUBSTITUTE TEACHER ATTENDANCE DIRECTIONS

TEMPLATE/DRAFT: TO BE CUSTOMIZED AND USED BY SCHOOLS

Substitute Teacher Attendance Directions

Recording Attendance Using LAUSDMAX
(Illustrated instructions on logging in and submitting attendance appear in a quick guide available on the ISIS website.)

1. Log in to LAUSDMAX during <u>first 15 minutes</u> of each period to take attendance. (If having difficulty logging in, after three unsuccessful login attempts, contact a support staff individual at your site. If at any time you lose your Substitute Schedule Slip, which contains your password, contact the office for a replacement slip.)
2. Click the appropriate course-section for the class period.
3. If all students are present, click the **Submit** button.
4. Click the **Absent** radio button for any student who is absent.
5. Click the **Tardy** radio button for any student who is tardy. Enter the Time In and reason code.*
6. Click the **Submit** button at the bottom of the page.
7. Respond to the Attendance Certification pop-up question and click the **Submit** button. (The system automatically logs you out after submitting attendance for the class.)
8. End of day: shut down internet browser and computer.
9. Personally return Substitute Schedule Slip and any other materials to the office.

*Below is a list of available tardy reason codes, based on a 2012 draft update of the Attendance Policy and Procedures Manual associated with BUL-4926. See Appendix H for more information about attendance reason codes.

Tardy Reason Codes	Tardy Reason as Appears in LAUSDMAX	Explanation of Tardy Reason Codes
1P	Excused Par	Excused Tardy reason submitted by parent
1M	Excused Med	Excused Tardy verified by a medical professional
1N	Excused Nurse	Excused Tardy verified by the school nurse
2	Unexcused	Unexcused
3	Non-Compliant	Arrived late 30 minutes or more without school or parent/guardian permission
AO	Attendance Off	Attendance Office
AP	Asst Princ Off	Assistant Principal's Office
AT	Athletic Team	Athletic Team
BI	Bilingual Off	Bilingual Office
CH	Title 1 Off	Title I Office
CO	Counseling Off	Counseling Office
DO	Dean's Off	Dean's Office
EC	Extracurricular	Extracurricular

Tardy Reason Codes	Tardy Reason as Appears in LAUSDMAX	Explanation of Tardy Reason Codes
FT	Field Trip	Field Trip – Sponsored School Activity
GO	Guidance Off	Guidance Office
GT	Grd/Trk Off	Grade/Track Office
HO	Health Off	Health Office
MG	Magnet Off	Magnet Office
PO	Principal Off	Principal's Office
SG	Student Gov't	Student Government
SB	School Bus	School Bus – LAUSD Only
TP	Testing Program	Testing Program
UC	Uncleared	No documentation received, no attempts made by school
WK	Work Experience	Work Experience

Updates and Corrections

If a student enters the class after attendance has been submitted, log in to LAUSDMAX, change the student's status from absent to tardy, enter a tardy reason code and Time In, and click **Submit**.

> The Attendance Certification pop-up question will not appear again; it only appears the first time attendance is submitted for a class.

LAUSDMAX logs out the user after 30 minutes of inactivity. A log out timer displays the number of minutes that remain until one is logged out automatically.

Additional Reference

❑ Schools no longer use PRCs (Permit to Re-enter Class) because absence reason codes are viewable by the teacher in LAUSDMAX.

❑ If student has any <u>Unresolved Absences/Tardies</u>, this will be listed under the student's name (example: "Unresolved absences exist from Thursday, August 16, 2012").

❑ If a student states that the absence has been cleared, the teacher should click the "refresh" button on the tool bar. If the Unresolved Absence/Tardy still appears, advise the student to return to the Attendance Office to clear the absence. This should only be done after Period 1, to allow the Attendance Office time to clear absences in LAUSDMAX.

Recording Attendance on Printed Five/Ten Column Class Worksheets

❑ If you do not have access to LAUSDMAX, you will be provided a printed Five/Ten Column Class Worksheet for each period. If you do not have one for each period, contact the Main Office.

❑ Record attendance on the Worksheet each period as described below, using the same tardy reason codes as are available in LAUSDMAX.

• Write the current date at top of columns used.

- If Worksheet is not current, add any missing names and cross out any dropped students.
- Record absences and tardies:
  - A = Pupil absent
  - T = Pupil tardy
- Leave blank if pupil is present.
- For any tardies, use additional columns to record Time In and tardy reason code.
❑ Sign and date the Worksheet and submit it to the Attendance Office by the end of each period.

New Enrollees – Phase 1
Student will arrive with a form showing a class schedule.

❑ *LAUSDMAX:* If student does not appear on your LAUSDMAX screen, fill out a New Student Attendance form and send it to the Attendance Office each period. Sign the student's class schedule.

❑ *Five/Ten Column Class Worksheets:* Add student's name and birth date to the bottom of the Worksheet, mark student as present, and sign the student's class schedule.

Change of Class—Phase 1

Checking Out
A student who receives a program change must report first to the teacher whose class s/he is dropping, during the period assigned. This teacher is to report the student as present that period/day. After taking attendance the teacher should sign the change of program form and send the student to the new class.

Checking In
If the student is checking in to a new class, the same day as being dropped from another class, the receiving teacher is to sign the change of program form and start reporting attendance for the student the next school day.

Temporary Unavailability of LAUSDMAX to Users
LAUSDMAX may occasionally be unavailable to a teacher because of power outages, network loss, or emergency drills. Teachers should have a current set of printed Five/Ten Column Class Worksheets in the classroom at all times and follow the steps below.

❑ Record attendance on printed Worksheets.

❑ Immediately notify your school's designated individual that you cannot access LAUSDMAX to report attendance. (You may use the assistance form in Appendix D.)

❑ Wait for directions from the Attendance Office or your school's designated individual to inform you of the next steps in reporting attendance. (Options may include entering attendance in LAUSDMAX at another computer on campus, entering it in your computer later in the day or the next day, or turning in the completed Worksheets to the office.)

❑ If you are instructed to submit the completed Worksheets to the office, be sure to sign and date them. For more instructions, see "Recording Attendance on Five/Ten Column Class Worksheets" above.

Students with Permits to Leave

This process remains essentially the same. Students who need to leave campus during the school day must present a note before school to the Attendance Office.

❑ Students will present a Permit for Release of Child During School Hours form in order to be released.

❑ When a student returns, the Attendance Office staff will verify and/or enter appropriate absence reason code for the period of time student was off campus.

Chapter 5: Business Continuity

This chapter is included to ensure that school attendance taking procedures are consistent and continuous during disruptions to regular LAUSDMAX service. Information is provided to assist school administrators with troubleshooting and planning for possible disruptions in LAUSDMAX service (5.1) and to assist with staff development related to handling such disruptions (5.2)

5.1 BUSINESS CONTINUITY WITH LOSS OF CONNECTIVITY FOR PERIOD-BY-PERIOD ATTENDANCE REPORTING USING LAUSDMAX

This chapter first provides an overview of assumptions, possible situations and solutions, and a summary, in table format. Following the summary table are three tables that provide detailed information about the recommended solution for each of the three situations.

Assumptions:

❑ Computer connectivity has been checked on site (cable and power cord plugs are tight, etc.)

❑ Temporary loss of connectivity is one day or less

❑ Size of the school does not factor into these situations since office staffing is normed based on student population

❑ All classrooms have internet connectivity and a working internet capable computer. Within this document, exceptions are treated as manual reporting on printed Five/Ten Column Class Worksheets

❑ All teachers have an updated set of printed Five/Ten Column Class Worksheets for all of their classes stored in the classroom for emergency purposes

❑ The District network and LAUSDMAX application are reliable and access time is within range specified in our service agreement with the software vendor, Harris

❑ Computers are properly disconnected and moved prior to any custodial or maintenance work that requires furniture to be moved; computers are properly set up and tested after the work is completed, prior to the time when needed for attendance

❑ A software virus problem is treated as a connectivity issue

Situations:
The following situations could possibly exist at an LAUSD secondary school:
1. School has lost network connectivity in a few classrooms
2. School has lost network connectivity in multiple classrooms / buildings
3. School has lost connectivity throughout the campus

Possible Solutions:
1. Teachers take attendance manually using a printed Five/Ten Column Class Worksheet, then go to a computer in an alternate location (e.g., an adjacent classroom, a computer lab, library, or office) and enter attendance into LAUSDMAX.
2. Teachers take attendance manually using a printed Five/Ten Column Class Worksheet and send to office for LAUSDMAX entry.
3. Teachers enter attendance online in LAUSDMAX after connectivity is restored (assumes all period attendance can be entered before the close of the school day).

Summary

This table presents an overview of all situations on the following pages with a brief explanation of the recommended best practice for loss of network /internet connectivity at a school.

#	SITUATIONS	Recommended Best Practice	Reason(s) Recommended
1,2,3	School has temporarily lost connectivity in a few classrooms, in several classrooms or buildings, or throughout the school*	Teacher inputs at another computer nearby or at own computer after connectivity is restored	• Distributes the work • Little overhead in time for teacher • Doesn't impact office

*If school wide connectivity is not restored until the end of the day or later, it is possible to request that a school's attendance parameters be changed to allow teachers to enter today's attendance tomorrow.   To do so, follow the steps below.

1. Call the IT Helpdesk @ (213) 241-5200 and receive a Peregrine Incident Manager (IM) Ticket Number.
2. Make or obtain a copy of the ISIS: LAUSDMAX Attendance Parameters Change Request form (Appendix C).
3. **Enter the Peregrine Incident Management (IM) Ticket Number (provided by the Service Desk) on the form. Do not submit the form until school wide connectivity is restored.**
4. When connectivity is restored, call the IT Helpdesk again, reference the Peregrine IM Ticket Number, and fax the form to the ISIS System Administrator at (213) 241-6939.

Situation 1: School does not have network connectivity in a few classrooms.

This comparison assumes 5 teachers are affected, and each teacher has 6 periods a day (30 class sections).

SOLUTION	ACTIONS REQUIRED	ESTIMATED TIME SPENT	BENEFITS	DISADVANTAGES
1. Teacher utilization of computers in adjacent classroom / school central location (e.g., lab, office)	1. Take to central location where computer is available	5 minutes	Work Distributed	Teacher has to enter attendance during conference period or at end of day
	2. Enter class attendance using LAUSDMAX	2 minutes / class X 6 = 12 minutes		Attendance is not timely
	TOTAL:	17 minutes X 5 teachers = 85 minutes		
2. Online entry by office	1. Collect completed Five/Ten Column Class Worksheets each period	10 minutes X 6 periods = 60 minutes	No need to use a computer lab	Work not distributed
	2. Enter attendance using LAUSDMAX office screens	30 Work-sheets/hour = 60 minutes	Attendance every period	Negative impact on office staff work load
	TOTAL	120 minutes		
3. Online entry by teacher after connectivity is restored	Teacher enters attendance using LAUSDMAX on classroom computer	2 minutes per class period x 6 =12 minutes	Work distributed… No need to use a computer lab	Teacher has to enter attendance during conference period or at end of day
				Attendance is not timely
	TOTAL	60 minutes		

Situation 2: School does not have network connectivity in multiple classrooms.

This comparison assumes 30 teachers are affected, and each teacher has 6 classes (180 class sections).

SOLUTION	ACTIONS REQUIRED	ESTIMATED TIME SPENT	BENEFITS	DISADVANTAGE
1. Teacher utilization of computers in adjacent classroom / school central location (e.g., lab, office)	1. Take to central location where computer is available	5 minutes	Work Distributed	Teacher has to enter attendance during conference period or at end of day
	2. Enter class attendance using LAUSDMAX	2 minutes / class X 6 = 12 minutes		Attendance is not timely
	TOTAL:	17 minutes X 30 teachers = 510 minutes		
2. Online entry by office	1. Collect completed Five/Ten Column Class Worksheets each period	15 minutes X 6 periods = 90 minutes	No need to use a computer lab	Work not distributed
	2. Enter attendance using LAUSDMAX office screens	30 Work-sheets per hour data entry; 60 min. X 6 = 360 minutes	Attendance every period	Negative impact on office staff work load…one full time staff
	TOTAL	450 minutes		
3. Online entry by teacher after connectivity is restored	Teacher enters attendance using LAUSDMAX on classroom computer	2 minutes per class period x 6 =12 minutes	Work distributed… No need to use a computer lab	Teacher has to enter attendance during conference period or at end of day
				Attendance is not timely
	TOTAL	12 minutes per teacher		

Situation 3: Entire school does not have network connectivity, including the office.

SOLUTION	ACTIONS REQUIRED	ESTIMATED TIME SPENT	BENEFITS	DISADVANTAGE
1. Utilization of computers in adjacent classroom / school central location (i.e. lab, office)	NA	NA	NA	NA
2. Online entry by office	NA	NA	NA	NA
3. Online entry by teacher after connectivity is restored	Teacher enters attendance using LAUSDMAX on classroom computer	2 minutes per class period x 6 =12 minutes per day	Work distributed… No need to use a computer lab	Teacher has to enter attendance during conference period or at end of day or next day
				Attendance is not timely
	TOTALS	12 minutes per teacher		

5.2 OUTLINE OF STAFF DEVELOPMENT ON BUSINESS CONTINUITY FOR TEACHERS AND STAFF

This staff development activity is intended to be a short presentation focusing on specific tasks that need to be performed during the time when connectivity is lost. It is assumed that teacher and office staff know the processes for normal operation of LAUSDMAX attendance reporting.

Office Staff
Assumptions:
❑ Printing of Five/Ten Column Class Worksheets is being managed according to a calendar, and teacher sets of printed Worksheets are distributed on a periodic basis (weekly/bi-weekly).
❑ Teachers have been directed to file those Worksheets in their "Emergency Folder" which is stored in the classroom location designated by school policy.

During a loss of connectivity, if the school administration (e.g., Assistant Principal) directs the teacher(s) to submit completed Worksheets to the office, the office enters attendance into LAUSDMAX (see Chapter 3.2.2). Check for teacher signature and date on each Worksheet and file by date.

Teaching Staff
When there is a loss of connectivity:
❑ Report the problem to the office immediately using LAUSDMAX Assistance Form (Appendix D), provided by the office.
❑ Take attendance during first 15 minutes of the class period using printed Five/Ten Column Class Worksheets. Wait for directions from the office about procedure to follow regarding submission of attendance.

Option 1: If directed to do so, hold the completed Worksheets until connectivity is restored.
❑ If you receive notice that connectivity is restored during the same day and that you are to enter attendance into LAUSDMAX, enter your attendance information from the Worksheets into LAUSDMAX and submit electronically. (There is no need to submit the Worksheet(s) to the office.)
❑ If connectivity is restored after the end of the school day or the next day or later, the school administration will make a decision whether the completed Worksheets are to be submitted to the office for data entry or whether the teacher access window to LAUSDMAX is to be opened to allow teachers to submit attendance electronically for the periods when the system was not accessible. You will be notified of the decision.
❑ If the teacher access window is opened, teachers will be instructed to resume using LAUSDMAX to report attendance for the current day and enter the information from the completed Worksheets into LAUSDMAX for the periods when the system was not accessible. (As you enter attendance for the present day, you can easily change the date on the top of the screen to a previous day, and enter attendance for that day.) The completed, signed, and dated Five/Ten Column Class Worksheets from the previous date must be retained by the school office after you enter the information into LAUSDMAX.

<u>Option 2: If directed to do so, deliver completed Worksheet(s) to the office by a reliable student for a given period</u>.

Note: The Five/Ten Column Class Worksheet is to be signed and dated when submitted to the office. (See Chapter 4.2 Teacher Attendance Directions…Recording Attendance on Five/Ten Column Class Worksheets.)

Appendix

The Appendix of this handbook includes forms to assist teachers with attendance reporting and office staff and administrators with managing the Attendance Office. The forms are also available in editable format on the ISIS website: http://isis.lausd.net (> Secondary Schools > Attendance, under Excerpts from the Procedures Handbook).

APPENDIX A--NEW STUDENT ATTENDANCE FORMS

These forms are used when students do not appear on a teacher's electronic roster (class screen). The forms are to be submitted to the Attendance Office for an applicable period.

NEW STUDENT ATTENDANCE

Student Name _____

Birth Date _____

Grade/Track_____   Date_____

Present   Absent   Tardy   *Tardy Reason Code*:

_____ _____

Teacher's Signature   Date Signed

Period   1   2   3   4   5   6   7   H

NEW STUDENT ATTENDANCE

Student Name _____

Birth Date _____

Grade/Track_____   Date_____

Present   Absent   Tardy   *Tardy Reason Code*:

_____ _____

Teacher's Signature   Date Signed

Period   1   2   3   4   5   6   7   H

NEW STUDENT ATTENDANCE

Student Name _____

Birth Date _____

Grade/Track_____   Date_____

Present   Absent   Tardy   *Tardy Reason Code*:

_____ _____

Teacher's Signature   Date Signed

Period   1   2   3   4   5   6   7   H

NEW STUDENT ATTENDANCE

Student Name _____

Birth Date _____

Grade/Track_____   Date_____

Present   Absent   Tardy   *Tardy Reason Code*:

_____ _____

Teacher's Signature   Date Signed

Period   1   2   3   4   5   6   7   H

APPENDIX B--STUDENT ATTENDANCE TEACHER CORRECTION FORMS

Corrections can be made in LAUSDMAX until 30 minutes after the end of the instructional day. Any corrections necessary after that time must be made on these forms and submitted to the Attendance Office.

TEACHER CORRECTION FORM Student Name _____ Birth Date _____ Grade/Track_____ Date_____ Present Absent Tardy *Tardy Reason Code*: _____ Teacher's Signature and Date Signed Period 1 2 3 4 5 6 7 H	**TEACHER CORRECTION FORM** Student Name _____ Birth Date _____ Grade/Track_____ Date_____ Present Absent Tardy *Tardy Reason Code*: _____ Teacher's Signature and Date Signed Period 1 2 3 4 5 6 7 H
TEACHER CORRECTION FORM Student Name _____ Birth Date_____ Grade/Track_____ Date_____ Present Absent Tardy *Tardy Reason Code*: _____ Teacher's Signature and Date Signed Period 1 2 3 4 5 6 7 H	**TEACHER CORRECTION FORM** Student Name _____ Birth Date _____ Grade/Track_____ Date_____ Present Absent Tardy *Tardy Reason Code*: _____ Teacher's Signature and Date Signed Period 1 2 3 4 5 6 7 H

APPENDIX C--LAUSDMAX ATTENDANCE PARAMETERS CHANGE REQUEST

Instructions: Please contact the IT Helpdesk at (213) 241-5200 to receive an Incident Management (IM) number and complete the following fields.

Note: All fields are required. Please print or type all information.

Date: _____   Peregrine Ticket Number: **IM**_____

School Name: _____Location Code: _____

Principal Name:_____Phone Number: (_____)_____

Principal Employee Number:_____Fax Number: (_____)_____

Please select the reason(s) for requesting a change to your school's Attendance Parameters in LAUSDMAX:

☐ Districtwide Network (WAN) Issue   ☐ Local Area Network (LAN) Issue
☐ Power Outage   ☐ Other (Explain)

_____

_____

Please indicate the **beginning** date of your network and/or power outage:
Please indicate the **end** date of your network and/or power outage: _____

Note: Your request to change Attendance Parameters will only affect users in the Teacher Portal. Users with attendance edit rights in Administrative Portal are not affected by this change request. Your school's Attendance Parameters will be changed to reflect past attendance edit access to the beginning date of your network and/or power outage on a one-to-one ratio. For example, an outage of two days will result in two days access to edit attendance in the past.

Other information (optional): _____

Principal's Signature: _____

Principal's LAUSD Email Address: _____

Would you like to receive email notification that your request was received? ☐ YES ☐ NO

Please fax the completed form to "**ISIS System Administrator**" at **(213) 241-6939**. Please allow 1-2 business days for your request to be processed.

_____

OFFICE USE ONLY: Approved/Rejected: _____   *Date:* _____

APPENDIX D--LAUSDMAX ASSISTANCE FORM

A school may utilize these forms by providing them to teachers for use in the event they need assistance in their classrooms.

**ISIS/LAUSDMAX
ASSISTANCE FORM**

Teacher: _____

Room: _____Date:_____

Assistance Needed:

☐ Connectivity
   (Can't load web-page)

☐ Log in/Password

☐ Attendance

☐ Other
   (Please specify)

Send Request to: *(School fills in name)*

**ISIS/LAUSDMAX
ASSISTANCE FORM**

Teacher: _____

Room: _____Date:_____

Assistance Needed:

☐ Connectivity
   (Can't load web-page)

☐ Log in/Password

☐ Attendance

☐ Other
   (Please specify)

Send Request to: *(School fills in name)*

**ISIS/LAUSDMAX
ASSISTANCE FORM**

Teacher: _____

Room: _____Date:_____

Assistance Needed:

☐ Connectivity
   (Can't load web-page)

☐ Log in/Password

☐ Attendance

☐ Other
   (Please specify)

Send Request to: *(School fills in name)*

**ISIS/LAUSDMAX
ASSISTANCE FORM**

Teacher: _____

Room: _____Date:_____

Assistance Needed:

☐ Connectivity
   (Can't load web-page)

☐ Log in/Password

☐ Attendance

☐ Other
   (Please specify)

Send Request to: *(School fills in name)*

APPENDIX E--ATTENDANCE SUBMISSION REMINDER

Attendance Submission Reminder

To: _____   Room # _____

From: Attendance Office   Date:_____

According to the Attendance Not Submitted Report, your attendance was <u>not</u> submitted for this class period. Please submit your attendance at this time.

If you are experiencing difficulties, please let us know the reason:

☐ Connectivity   ☐ Login / Password   ☐ Substitute Teacher
   (can't load web-page)   (w/ no Class Worksheets)

☐ Other (Please specify):

Only if you are experiencing one of the problems above, submit this form and a signed and dated Five/Ten Column Class Worksheet before the end of the period. Thank you.

Period   1   2   3   4   5   6   7   H

APPENDIX F--DISPERSED STUDENT ATTENDANCE FORM

This form is used when one or more students are temporarily dispersed to another teacher and room (e.g., students not participating in a scheduled field trip or students of an absent teacher dispersed to other rooms when there is not adequate teacher class coverage). On the day of the trip, this form is to be submitted by the Temporary Teacher to the Attendance Office for the applicable period.

DISPERSED STUDENT ATTENDANCE FOR: _____   Date: _____

Print: Circle one:
Student Name   *Birth Date*   *Grade/Track*   *Attendance Status*

1._____ Present Absent Tardy *Tardy Reason Code:*

2. _____ Present Absent Tardy *Tardy Reason Code:*

3. _____ Present Absent Tardy *Tardy Reason Code:*

4. _____ Present Absent Tardy *Tardy Reason Code:*

5. _____ Present Absent Tardy *Tardy Reason Code:*

6. _____ Present Absent Tardy *Tardy Reason Code:*

7. _____ Present Absent Tardy *Tardy Reason Code:*

Regular Teacher _____

Temporary Teacher _____   _____
                                                                                Temporary Teacher's Signature & Date

Period (circle one):   1   2   3   4   5   6   7   H   Other: _____

APPENDIX G--NEW SCHOOL YEAR SAMPLE TEACHER INFORMATIVE

TEACHER DIRECTIONS FOR NEW SCHOOL YEAR
(Homeroom Teacher Procedure)

All Homeroom teachers will receive the following items:
Five/Ten Column Class Worksheet
Class Schedule (CL22) for each student

During Homeroom First Day
❑ Distribute the class schedules to students.
❑ 15 minutes before end of period
  • Take attendance in LAUSDMAX.
  • Take attendance on printed Worksheet. If all students are present, write "All Present" across front of Worksheet. Sign Worksheet.
❑ Send Worksheet with all unclaimed class schedules to the _____ room, which will serve as a temporary scheduling assistance location.
❑ If any students arrive after the Worksheet and class schedules have been sent to the scheduling assistance location, send the students to that location to pick up their class schedules. (Do <u>not</u> mark these students present in LAUSDMAX.)

> Note: Students who are absent all periods the first day of the school year are considered "No Shows". Actions taken by school office staff and ISIS Project Team members the afternoon of the first day will result in these students being removed from your LAUSDMAX class rosters.

Second Day, Third Day etc. (until further directions are provided)

Returning No Shows
❑ These students will bring their official class schedule from the office for you to sign.
❑ They will not appear on your LAUSDMAX screen that day. Fill out the attached "New Student Attendance" form and send it to the Attendance Office by the end of the period.
❑ The next day these students should appear on your LAUSDMAX screens. If a student's name does not appear, continue completing and sending the "New Student Attendance" form to the Attendance Office.

Students with Change of Program
Checking Out
A student who receives a program change must report first to the teacher whose class s/he is <u>dropping</u>, during the period assigned. This teacher is to <u>report the student as present that period/day</u>. After taking attendance the teacher should sign the change of program form and send the student to the new class.

Checking In
If the student is <u>checking into</u> a new class, the <u>same day</u> as being dropped from another class, the receiving teacher is to sign the change of program form and start reporting

attendance for the student the next school day. If the student name does not appear in LAUSDMAX the next day, the new teacher is to complete a New Student Attendance form and submit it to the Attendance Office by the end of the period.

New Enrollees
Student will arrive with a form showing a class schedule.

❑ Sign class schedule and return to student.

❑ Take attendance for the student in LAUSDMAX. If student does not appear on your LAUSDMAX screen, fill out a New Student Attendance Form and send it to the Attendance Office by the end of the period.

APPENDIX H--SECONDARY ABSENCE/TARDY REASON CODES

The Absence/Tardy Reason Codes table below is based on the 2012 draft update of the *Attendance Policy and Procedures Manual* that accompanies BUL-4926. Recent changes include new suspension reason code and change of label for absence verification code 3 from Truant to Non-Compliant.

Absence/Tardy Reason Codes	Reason as Appears in LAUSDMAX	Explanation of Absence/Tardy
*1P	Excused	Absence reason submitted by a parent Illness or injury Funeral or Immediate Family Member (includes anyone residing with the student) • One day in-state • Three days out-of-state and/or county
1M	Excused	Absence verified by a medical professional Medical and/or dental appointment Illness or injury Quarantine
1N	Excused	Absence verified by the school nurse Illness or injury Exclusions by school nurse • Immunization • Lice (should take one day to clean up, and only one day is excused)
2	Unexcused	Running errands for family Vacation or trips Unverified illness Family emergency Transportation problems Inclement weather Babysitting "Take Your Child to Work Day" (without principal approval) "Extended Funeral Absences" (without principal approval)
3	Non-Compliant	Absent from class or tardy 30 minutes or more without school or parent/guardian permission
SC	Suspended Class	Class Suspension
4I	In-School Suspension	Supervised Suspension Classroom (In-school Suspension)
4	School Suspension	School Suspension
5	Prior Principal Approval	Court Appearance Religious Holiday or Retreat "Take Your Child to Work Day" Pre-arranged Mental Health Services Medical Exclusion or exemption
0	Uncleared	No note, school attempted to obtain verification
UC	Uncleared	No documentation received, no attempts made by school
AO	Attendance Off	Attendance Office
AP	Asst Princ Off	Assistant Principal's Office
AT	Athletic Team	Athletic Team
BI	Bilingual Off	Bilingual Office
CH	Title 1 Off	Title I Office
CO	Counseling Off	Counseling Office

Absence/Tardy Reason Codes	Reason as Appears in LAUSDMAX	Explanation of Absence/Tardy
DO	Dean's Off	Dean's Office
EC	Extracurricular	Extracurricular
FT	Field Trip	Field Trip – Sponsored School Activity
GO	Guidance Off	Guidance Office
GT	Grd/Trk Off	Grade/Track Office
HO	Health Off	Health Office
MG	Magnet Off	Magnet Office
MO	Main Off	Main Office
PO	Principal Off	Principal's Office
SB	School Bus	School Bus – LAUSD Only
SC	Suspended Class	In school suspension
SG	Student Gov't	Student Government
TP	Testing Program	Testing Program
WK	Work Experience	Work Experience

*In the event of the excessive use of absent reason code 1P, schools shall notify and document in the ISIS Call log, that the parent/guardian must provide medical documentation for all future absences.