The Importance of Accurate Attendance Accounting

Local District 3
Assistant Principal’s Meeting
September 23, 2009
Dropout Prevention & Attendance
ATTENDANCE NOT Submitted

DURING THE 2008 – 2009 SCHOOL YEAR
In Local District 3

- Attendance was not submitted for 19,815 classes
- By 5,598 different teachers
TEACHER DISCREPANCY

DURING THE 2008 – 2009 SCHOOL YEAR
In Local District 3

- There were discrepancies in attendance reported for 54,909 students.

- Made by 10,224 different teachers.
Attendance and Contractual Responsibilities
E.C. 44030

Failure to Make Reports

Any principal, teacher, employee, or school officer of any elementary or secondary school who refuses or willfully neglects to make such reports as are required by law is guilty of a misdemeanor and is punishable by a fine of not more than one hundred dollars ($100). (Stats. 1976, Ch. 1010., 1)
“Each employee is responsible not only for classroom duties...for which properly credentialed, but also for all related professional duties. Such professional duties include...communicating and conferring with pupils, parents, staff and administrators; maintaining appropriate records...”
Attendance and Contractual Responsibilities

- Teachers are legally and contractually required to take attendance daily and to ensure that all attendance records/data are accurate.
- Principals are responsible for ensuring that teachers fulfill their legal and contractual obligations in regard to attendance.
- A system of accountability should be established and maintained to ensure accurate daily attendance accounting.
Best Practices to Decrease

“Attendance Not Submitted”

&

“Teacher Discrepancy”
School Organization

The school principal shall meet annually with attendance staff and other related personnel to develop, review and implement school-wide attendance practices consistent with the policies set forth in this bulletin and with Student Attendance Policy for Elementary and Secondary Schools, Bulletin No. 1292.1
ATTENDANCE PLAN

- Update Attendance Plan to clearly outline all attendance procedures, roles & responsibilities, including teachers' responsibility to submit attendance daily for each period by a specified time (i.e., first 15 minutes of each class).
- Disseminate the school-wide Attendance Plan (or a condensed version tailored to each relevant position) to all staff members.
- Administrative Support (accountability).
BEST PRACTICES:

ATTENDANCE NOT SUBMITTED BY TEACHERS

- After the first 25-30 minutes of each period, the Attendance Office Runs the Attendance Not Submitted report to identify teachers who have not yet submitted their attendance.
- Send reminders to the classrooms of those teachers (utilize Service Workers).
- Exceptions include the PE Dept. and Service Workers (these teachers should be reminded at the end of the period to submit their attendance).
- Assistant/Principal calls teachers who have failed to submit attendance after the written reminder on their classroom phone at the end of the period.
- At the end of the school day, the teachers who have not yet submitted attendance, should be reminded by name over the PA system.
BEST PRACTICES:

ATTENDANCE NOT SUBMITTED BY TEACHERS

- An Excel Document should be generated and updated daily by the Assistant Principal to monitor teachers who do not submit attendance on a regular basis.
- This information should be used in Stull Evaluations and for Teacher Incentives.
BEST PRACTICES:

ATTENDANCE NOT SUBMITTED BY TEACHERS

1st Notice - Written memo to Teachers who fail to submit attendance, reminding them of the policy of taking attendance during the first 15 min. of each class.

2nd Notice – Written memo reminding them of the policy of taking attendance during the first 15 min. of each class.

3rd Notice - Written memo reminding them of the policy of taking attendance during the first 15 min. of each class and a warning of possible meeting with the Assistant Principal.

4th Notice  - Written memo reminding them of the policy of taking attendance during the first 15 min. of each class and a meeting with the Assistant Principal.

5th Notice - Written memo reminding them of the policy of taking attendance during the first 15 min. of each class, a meeting with the Principal and documentation in their personnel file.
What We Are Doing

- Teachers are to submit **accurate** attendance within the first 15 minutes of each class period (PE/Coaches excluded).
- Teachers are to check at the end of each day to verify that attendance has been submitted for ALL class periods.
- If a teacher fails to submit one or more class periods one day, they must submit a signed hard copy of the attendance to Ms. Guillen in the AO. She will enter your attendance for you and keep your hard copy on file.
- Teachers must verify that ALL attendance has been submitted by the close of business at week’s end.
- On Monday of each week at 8:00AM, Mr. Blank will generate a ANS report for the previous week. Those teachers listed on the report will be subject to progressive discipline.
The Teacher Discrepancy Memo is generated daily by a designated staff member.

Distributed to the teacher at the end of the day, for the teacher to make corrections, sign off and return to the designated staff member to make the corrections on ISIS.

The Teacher Discrepancy Memo reduces partial day absences & clarifies full day absences.
How are we doing?

Percentage Teacher Discrepancy for the Month of Dec-10
Local District 3

<table>
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<tr>
<th>% Teachers</th>
<th>Location Name</th>
<th>% Students</th>
<th>Location Code</th>
<th>Local District</th>
<th>School Type</th>
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<td>27.78</td>
<td><strong>Local District 3 Average</strong></td>
<td>2.36</td>
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Consequences of not submitting accurate attendance:

- Audit (We are a per pupil funded school)
- Liability
- Parent notifications with connected
- Average Daily Attendance (ADA)
- Identification of students with Attendance Problems or extended absences.
- SARB/Court Cases
BEST PRACTICES: MOVING FORWARD

- Staff/Teacher in-service regarding attendance accounting, policies/procedures and contractual responsibilities.

- Regular, on-going meetings with Attendance Office and other clerical staff regarding attendance accounting, policies/procedures and contractual responsibilities.
Set the tone.

All players work together, know their role and execute their part.

Be ready to provide support as a team to teachers and staff.
**Strategies**

- When you submit attendance during the day make sure that it says “yes” under the “Attendance Submitted” column.
Strategies

- On Thursday, go back and check to see if you submitted attendance each day.

- If you find that you missed one or more class periods, bring a signed hard copy to Ms. Guillen in the attendance office and she will input your attendance for you.
Strategies (cont.)

- Establish routines so that during the first 5-7 minutes, your students are engaged in an activity that does not involve you. This is your time to take attendance.
- Assign a student to remind you to take attendance each day.
- Have a teaching partner remind you either daily or at the end of the week to check to see if you submitted all attendance.
- Create a seating chart for your classes which will decrease the time it takes to submit attendance.
We all must consider attendance

ATTENDANCE IS THE FIRST STEP IN DROPOUT PREVENTION
3 Tiered Approach to Attendance

**Universal Level**
- 80% of all students should be attending 96% of the time
- **LEVELS**
  - Proficient: 96+% in-seat attendance
  - Perfect Attendance: 100% with less than 3 tardies
  - 70.5% of UHS students

**Selected (At-risk Students)**
- **LEVELS**
  - Below Basic: 91-87% in-seat attendance
    - 15 - 24 days absent
  - Basic: 95-92% in-seat attendance
    - 10 – 14 days absent
  - 22% of UHS students

**Targeted/Intensive**
- **LEVEL**
  - Far Below Basic
    - <87% in-seat attendance
    - 25+ days absent
    - 7.5% of our Students

Adapted from Sprague & Walker, 2004

- *Intensive Interventions*
- *SART & SARB Meetings*
- *Specific and individualized plans*
- *Educational alternatives/options*
- *Case Managed support*

- *Re-teach Attendance*
- *Systems of Identification*
- *Student/family supports*
- *Documentation & Monitoring*
- *Team Meetings (COST/SST)*

- *Teach Attendance*
- *Reinforce good habits*
- *Positive School Climate*
- *Communicate goals*
- *Attendance plans*
Attendance is Everyone's Business

Increased student attendance leads to higher student achievement and improved graduation rates.

So thank you to each of you for making attendance YOUR BUSINESS!!