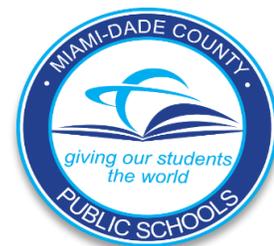*Federal and State Compliance Office*

STUDENT ATTENDANCE REPORTING PROCEDURES

2023-2024

FASCO

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida
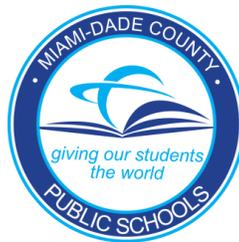
Dr. Jose L. Dotres

SUPERINTENDENT OF SCHOOLS

Reva A. Vangates

ADMINISTRATIVE DIRECTOR

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INTRODUCTION

Regular and punctual school attendance are two important factors that contribute to successful student progress in school. Miami-Dade County Public Schools (M-DCPS) has a vision whereby each student engages in a rigorous course of study in preparation for a myriad of successful post-secondary options.

The 2023-2024 school year will begin on Thursday, August 17, 2023. To capture student attendance to school and classes, the District will follow established attendance protocols and procedures as defined in School Board Policy, 5200 – Attendance. Students will attend school in-person during regular school hours and follow a standard school bell schedule. Official school attendance will be recorded and maintained for all classes assigned. Students will interact safely, with their teacher(s) and classmates.

Florida Law (Section 1003.21, Florida Statutes) states that children of compulsory school age must attend school regularly during the entire school term. As such, M-DCPS maintains an affirmative obligation to inform parents of student absences, and to ensure that the compulsory attendance laws are enforced. Raising standards and promoting a high level of student achievement are paramount in all District initiatives. Ensuring good student attendance is a means of improving student performance and is critical in raising student standards.

The procedures in this handbook detail the process schools will follow regarding student attendance. However, throughout the 2023-2024 school year, the Federal and State Compliance Office (FASCO) will update attendance protocols and procedures communicated in this document as needed. Should you require assistance implementing the student attendance reporting procedures, please call the Federal and State Compliance Office at **305-883-5323.**

STUDENT MEMBERSHIP

A student is considered in membership for a given school on the first day the student attends classes. To ensure uniform recording of entry and withdrawal dates, the following procedures must be followed.

ENTRIES

Entry date will be the first day the student attends classes.

WITHDRAWALS

Withdrawal date will be the school day <u>following</u> the last day the student is in membership. This date and the appropriate code must be entered into the District's Integrated Student Information System (DSIS) in a timely manner.

If a student withdraws from school on a day the student is in attendance, the appropriate withdrawal code must be recorded on the day following the last day of the student's membership.

If a student is withdrawn while absent, record the withdrawal code on the day following the day it was officially determined that the student withdrew.

A **withdrawal is official** when <u>one or more</u> of the following occurs:

- **The parent who enrolls the student and completed the Emergency Student Data Form notifies the school that the child is permanently leaving the school to enroll in another school.**
- **A request for the student's school record is received from a public or private school, in- or out-of-state, in which the student is enrolled or plans to enroll.**
- The student has been promoted, graduated, has a certificate of completion, special certificate of completion, or holds a valid certificate of exemption from the superintendent as provided under Chapter 1003.21, Florida Statute.
- A school official determines that the child has moved and permanently left school, has died, or has become eligible for withdrawal from school under provisions of Chapter 1001.53, Florida Statute.
- If a student is withdrawn with a W26 code (Enter Adult Education), a Student Declaration of Intent to Terminate School Enrollment form (FM-5741) along with the exit interview must be completed.

Note: If the "day following" falls on a day when school is not in session, record the code on the next date when school is in session.

Summary - A student is in membership in the District Student Information System (DSIS) on the entry date and is not in membership on the date of withdrawal.

At the end of the school year, appropriate withdrawal codes must be recorded on the day after the last day of school. The district's graduation, dropout, and truancy rates will be generated from the withdrawal codes in DSIS. For a list of entry and withdrawal codes refer to EXHIBIT#1.

Principals are reminded that they are to adhere to the withdrawal procedures specified below:

W26 - Adult Education Entry: A noncompulsory age student who withdraws from the PK-12 program to enter the adult education program prior to completion of graduation requirements. A Student Declaration of Intent to Terminate School Enrollment form (FM-5741) and an exit interview must be completed and maintained in the student's cumulative record.

> **Principals are reminded that students withdrawn with a W26 who are not enrolled in academic adult education course are automatically converted to a W15 Code (non-attendance), impacting the school's dropout and graduation rates.**

DNE - Did Not Enter (No-Show): Any K-12 student who was expected (registered) to attend a school but did not physically attend as expected for unknown reasons.

> **Principals are reminded that they are to make and document efforts to ascertain the whereabouts of any student identified as a No-Show (DNE).**

W22 - Any PK-12 student whose whereabouts is unknown.

Schools must comply with Florida Statutes 1003.24 and 1003.27 for students whose whereabouts are unknown. Follow procedures below:

> Send to the student's address of record a CERTIFIED LETTER of non-attendance. If the letter cannot be delivered by U. S. Postal Services, submit a <u>Request Withdrawal of Student W-22 Form (FM 7633)</u> signed by Principal to the Federal and State Compliance Office via <u>Ivanti Service Manager (ISM)</u>, include a copy of the undelivered certified letter (see sample **Exhibit #5**), a copy of the Student Case Management (SCM) screen from DSIS indicating excessive unexcused absences and any additional supporting documentation/evidence of attempts to reach the parent. The Federal and State Compliance Office will withdraw the student utilizing the code W22-Whereabouts Unknown. **A copy of the SCM indicating excessive absences and any additional evidence should be placed in the student's cumulative record.**

> **OR**

> **If after conducting a home visit, it is established that the student and parent(s) no longer reside at the property,** submit a <u>Request Withdrawal of Student W-22 Form (FM 7633)</u> signed by the Principal to the Federal and State Compliance Office via <u>Ivanti Service Manager (ISM),</u> include signed documentation of the Home Visit in detail. If the home is vacant or the family has moved, the SCM in DSIS must be documented with the home-visit attempts and any additional evidence used to reach the parent. Provide a copy of the Student Case Management (SCM) screen from DSIS indicating excessive unexcused absences to FASCO along with FM 7633. The Federal and State Compliance Office will review and withdraw the student utilizing the code W22-Whereabouts Unknown, if appropriate**. A copy of the signed and detailed Home Visit, a copy of the SCM indicating excessive unexcused absences and any additional evidence should be placed in the student's cumulative record.**

If school administration has been notified by the parent that the student ran away from home, submit a <u>Request Withdrawal of Student W-22 Form (FM 7633)</u> signed by Principal to the Federal and State Compliance Office via <u>Ivanti Service Manager (ISM)</u>, include a copy of the police report and a copy of the SCM indicating excessive unexcused absences. The Federal and State Compliance Office will review the case and withdraw the student utilizing the code W22-Whereabouts Unknown. *A copy of the police report and a copy of the SCM indicating excessive unexcused absences should be placed in the student's cumulative record.*

IMPORTANT: Only the registering parent who enrolls the student and completes the Emergency Student Data Form (FM-2733) may withdraw or transfer the student.

RECORDING OF ATTENDANCE

ATTENDANCE OVERVIEW

M-DCPS will follow established district attendance protocols and procedures as defined in School Board Policy 5200 – Attendance.

All absences will initially be recorded as "**U**" unexcused absences on the Electronic Gradebook and in DSIS. The school will change the status, if appropriate, to "**A**" (excused) on receipt of a valid reason for the absence (refer to **TYPES OF ABSENCES** for a list of reasons).

On Thursday, August 17, 2023, all M-DCPS students are expected to attend school. Official Daily School Attendance (ODSA) will be taken in the Electronic Gradebook during the first block/period for secondary students or as requested in the Fall File Preparation Survey and at the beginning of the school day for elementary students. Official Daily School Attendance will be exported daily to DSIS. In addition to school attendance, class attendance will be recorded and maintained for all classes assigned using the Gradebook.

ATTENDANCE DEFINED

While enrolled in school, students are expected to:

- be present at school each and every day.
- attend class as scheduled.
- arrive at school and class(es) on time; and
- demonstrate appropriate behavior and a readiness to learn.

- **School Attendance:** Students are to be counted in attendance only if they are physically present for at least two (2 hours) of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student. (Board Policy 5200 – Attendance)

- **Class Attendance**: Students are to be counted in attendance if they are physically present in the class for at least half of the class period, have been excused by the teacher on a class related assignment, or have been requested by a member of the school support staff for an approved school activity.

- **Tardy:** A student is considered tardy to school if the student is not physically present at the moment the attendance is taken for the first class assigned. NOTE: If a student is not present when school attendance is taken but is present later in the school day for another assigned class, that student must be considered in attendance, but tardy to school, and the absence should be changed. A student who is tardy should never remain on record as being absent to school.

Section 1003.02(1)(b), F. S. states, "District school boards are authorized to establish policies that allow accumulated unexcused tardiness, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences."

A student who has 20 or more cumulative tardiness will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.

EMERGENCY CONTACT INFORMATION

Emergency Student Data Forms (FM-2733) (**Exhibit #7**) are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

The school shall abide by information provided by the registering parent who must sign the Emergency Student Data Form (FM-2733) with regard to pick up and withdrawal of the student from school. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 92.525. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

Where parents are unmarried, divorced or separated, the parent who enrolled the student is responsible for completing the Emergency Student Data Form (FM-2733) with truthful and accurate information that is consistent with the most recent court order governing their divorce, separation, or custody matters. Any parent contesting the information on the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information on the form. School staff shall provide such persons with the website for the Family Court Self-Help Program at http://www.jud11.flcourts.org/Family-Court-Self-Help-Program.

- **Late Arrival and Early Dismissal** – (School Board Policy 5200–Attendance, 5230 - Late Arrival and Early Dismissal and 5845 – Student Activities)

The name of any parent who is authorized to pick up a student from school must be contained on the Emergency Student Data Form for that student to be released to the individual by school staff (See Fla. Stat. 1000.21(5) and School Board Policy 0100 for definitions of "parent"). The names of any persons designated by the registering parent as authorized or unauthorized to pick up the student from school must also be contained on the Emergency Student Data Form.

Students shall be in attendance throughout the school day. If a student is late to school or is to be dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. **Justifiable reasons shall be determined by the principal.**

Each student who is scheduled at a school center for instructional purposes for a partial day and at a vocational-technical center, vocational school, or community college for part of the day shall be reported as present, if in attendance.

- **Early Sign-outs**: No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

No student shall be permitted to leave school prior to dismissal at the request of, or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent is provided. No parent may have access to the student or may grant permission to allow the student to leave school prior to dismissal if there is a legally binding instrument or court order governing such matters as unmarried, divorced, separated, or custody which provides to the contrary. The Emergency Student Data Form (FM-2733) governs early release/withdraw of the students. The person who signs/verifies the form is responsible for providing information that is consistent with the most recent court order governing such matters as divorce, separation, or custody.

No student shall be sent from school grounds to perform an errand or act as a messenger except with the approval of the principal and only for urgent and necessary school business and with the consent of the student's parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany them.

No student shall be released to anyone not authorized by the parent.

PROCEDURES FOR PARENTS TO SUBMIT AN ADMIT / NOTE TO SCHOOL

Absences shall be reported to the student's school by the parent **no later than three (3) days** from the date of the absence. To report an absence, parents may do so electronically by emailing a statement of the cause for such absence directly to the school's attendance email address. **The email should include the Student's Full Name, Identification Number, Date of Absence, and the Reason for the absence.**

To facilitate electronic submissions of admits, the district has developed a resource mailbox address specific to each school attendance office. The attendance email address will follow the generic email address format **XXXX**attendance@dadeschools.net where **XXXX** is the school's **location code**. For example, the attendance email address for a school with

location code of 4071 will be as follows: 4071attendance@dadeschools.net. In addition, a link will be available via the Parent Portal and Parent Mobile APP for parents to access a dropdown menu with schools' resource mailbox directory.

Parents who wish to submit documentation for an excused absence to the school's attendance office in person may do so within three (3) days from the date of the absence. Failure to report and explain absence(s) shall result in unexcused absence(s).

The principal of the student's home/enrolled school shall have the final authority for determining acceptability of the reason for the absence(s).

OFFICIAL DAILY SCHOOL ATTENDANCE (ODSA)

DSIS is the official source document for the recording and submission of attendance data to the Florida Department of Education. **ODSA must be exported daily from the Electronic Gradebook**. The Electronic Gradebook is the source document for instructional staff to record attendance.

The following procedures will allow schools to efficiently capture, update, and track official school attendance using the Gradebook.

Official Daily School Attendance should be done at the beginning of the school day for elementary schools and during the FIRST block/period of the day for secondary schools or as requested in the Fall File Preparation Survey.

After Rollover (August 1-3, 2023) is complete, schools may request a change to their ODSA period by submitting an ISM incident to the Office of Federal and State Compliance, to the attention of Reva A. Vangates, Administrative Director**.**

▪ Elementary Schools (PK – 5)	Period HR	
▪ K-8 Centers PK-5 6-8	Period HR Period 01	
▪ Middle Schools	Period 01 Block Schedule 01 and 02	
▪ Senior High Schools *Alternative/Special Ed. Centers*	Period 00 or 01 Block Schedule 01 and 02 *Will vary based on the grade configurations*	

a. Absent students are to be marked with "U"

b. Tardy students are to be marked with "T"

c. Exceptions to the unexcused rule such as I Excused Early, (X) Religious Holidays/Military Connected Students, (I) Indoor Suspension and (O) Outdoor Suspension, (S) Special Note **must be entered manually into DSIS by the Attendance Manager.**

- **Substitute Roster Attendance into Gradebook**
  a. The Attendance Manager or principal designee with WGBA rights must use the **Quick Attendance** function to record Official Daily School Attendance (ODSA) for substitutes. **Refer to Page 25 for detailed information.**

Substitute Roster Reports are required for absent teachers and teachers with no computer access**.** Completed rosters must be maintained by the Attendance Manager for audit purposes.

- **Run Attendance Tracking Report in Gradebook**

  The Attendance Tracking Report is run daily to identify teacher(s) that have or have not recorded the attendance in their gradebook. **Important: Attendance Tracking Reports are part of the records for review during FTE audits.**

- **Correct Attendance Discrepancies in Gradebook– Update Daily Code**
  a. **Attendance Editor** feature can be used by the Attendance Manager to update Daily Code for an individual student without changing Class Attendance.
  b. **Batch Attendance** feature can be used by the Attendance Manager to update Daily Code for a large number of students without touching Class Attendance.

- **Export Attendance from Gradebook to DSIS. (Only once per school day)**

  a. The Attendance Manager will export daily the attendance no later than:

▪ **Elementary Schools**	**–**	**10:00 a.m.**
▪ **K-8 Centers**	**–**	**11:00 a.m.**
▪ **Middle Schools**	**–**	**11:00 a.m.**
▪ **Senior High Schools**	**–**	**12:00 p.m.**

- **Approve / Edit Batch File in DSIS**

  Prior to 1:00 p.m. schools must edit and approve the batch file in DSIS using the Gradebook /Scantron Transactions as follows:

Select 7 from the Daily Attendance Applications Menu (**press ENTER**)
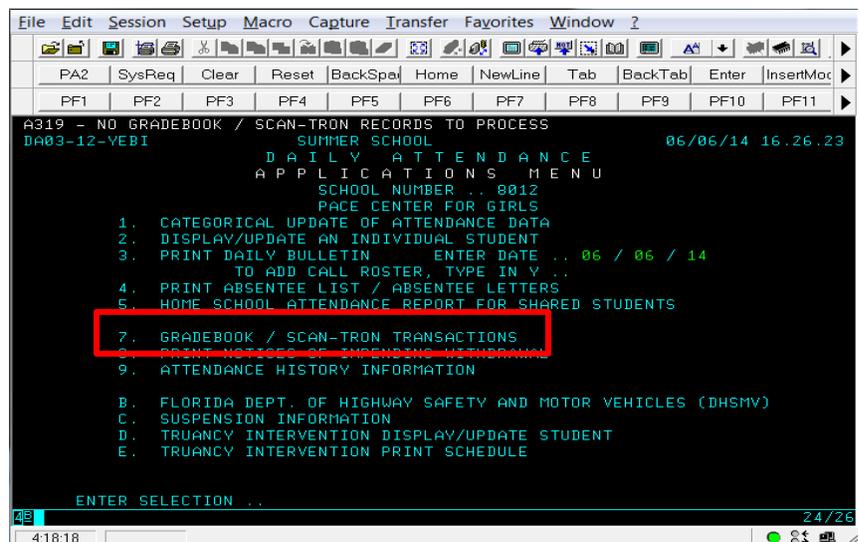
View the ID's corresponding to the batches (**press ENTER**)

View and **resolve** any errors/conflicts – Delete each student ID on the **errors/conflicts page** by pressing and holding the SPACE BAR. Press ENTER after the last ID on the page is deleted. You will repeat this process until all student errors/conflicts are cleared.
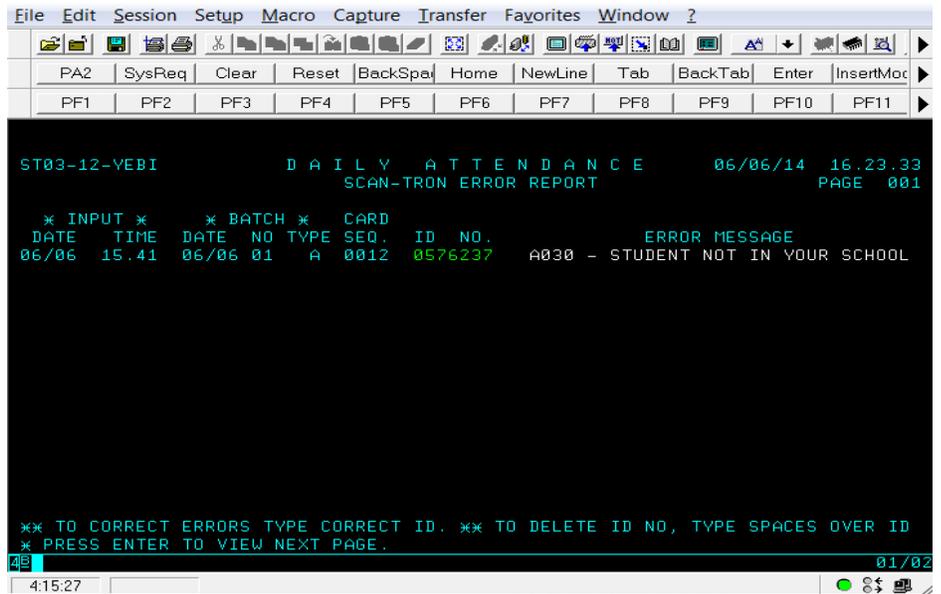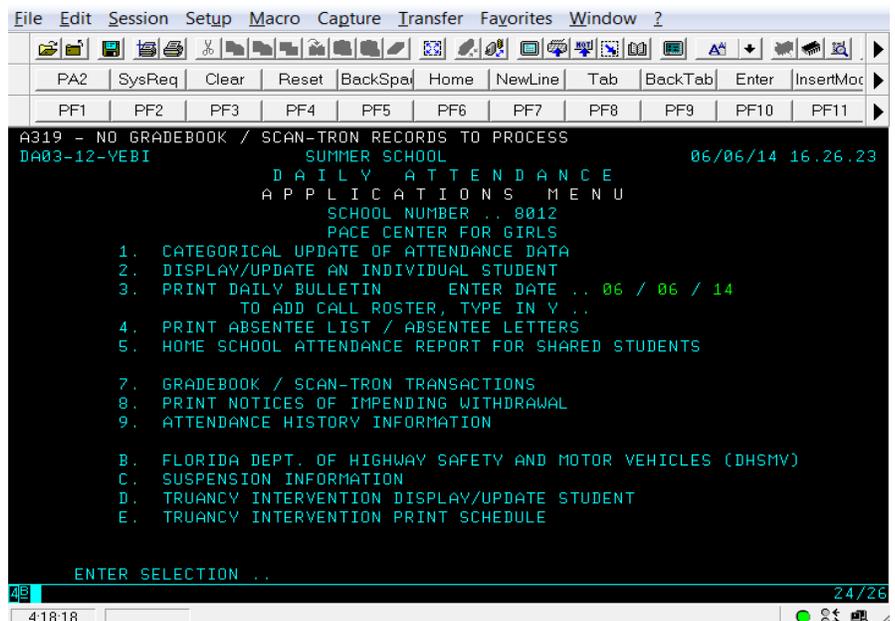
```
File  Edit  Session  Setup  Macro  Capture  Transfer  Favorites  Window  ?

  PA2  | SysReq | Clear | Reset |BackSpa| Home |NewLine|  Tab  |BackTab| Enter |InsertMod
  PF1  |  PF2   |  PF3  |  PF4  |  PF5  |  PF6 |  PF7  |  PF8  |  PF9  | PF10  | PF11

ST03-12-YEBI              D A I L Y   A T T E N D A N C E      06/06/14  16.23.33
                              SCAN-TRON ERROR REPORT                     PAGE   001

     * INPUT *      * BATCH *    CARD
  DATE    TIME    DATE  NO TYPE  SEQ.  ID   NO.            ERROR MESSAGE
  06/06   15.41   06/06 01    A  0012  0576237   A030 - STUDENT NOT IN YOUR SCHOOL

** TO CORRECT ERRORS TYPE CORRECT ID. ** TO DELETE ID NO, TYPE SPACES OVER ID
* PRESS ENTER TO VIEW NEXT PAGE.
                                                                            01/02
 4:15:27
```

Important: **Access to Selection 7 will only be available if there are still errors/conflicts that need correction.**

WARNING: **Deleting the batch on the *Scantron Batch Edit* screen will prevent the** attendance from posting to DSIS. Schools must process the ***Scantron Batch Edit Error Report***.

- **Print Daily Bulletin**

Schools must print the Daily Attendance Bulletin from ISIS prior to 1:00 p.m.

```
File  Edit  Session  Setup  Macro  Capture  Transfer  Favorites  Window  ?

  PA2  | SysReq | Clear | Reset |BackSpa| Home |NewLine|  Tab  |BackTab| Enter |InsertMod
  PF1  |  PF2   |  PF3  |  PF4  |  PF5  |  PF6 |  PF7  |  PF8  |  PF9  | PF10  | PF11

A319 - NO GRADEBOOK / SCAN-TRON RECORDS TO PROCESS
DA03-12-YEBI              SUMMER SCHOOL                06/06/14 16.26.23
                  D A I L Y   A T T E N D A N C E
                A P P L I C A T I O N S   M E N U
                     SCHOOL NUMBER .. 8012
                     PACE CENTER FOR GIRLS
          1.  CATEGORICAL UPDATE OF ATTENDANCE DATA
          2.  DISPLAY/UPDATE AN INDIVIDUAL STUDENT
          3.  PRINT DAILY BULLETIN      ENTER DATE .. 06 / 06 / 14
                 TO ADD CALL ROSTER, TYPE IN Y ..
          4.  PRINT ABSENTEE LIST / ABSENTEE LETTERS
          5.  HOME SCHOOL ATTENDANCE REPORT FOR SHARED STUDENTS

          7.  GRADEBOOK / SCAN-TRON TRANSACTIONS
          8.  PRINT NOTICES OF IMPENDING WITHDRAWAL
          9.  ATTENDANCE HISTORY INFORMATION

          B.  FLORIDA DEPT. OF HIGHWAY SAFETY AND MOTOR VEHICLES (DHSMV)
          C.  SUSPENSION INFORMATION
          D.  TRUANCY INTERVENTION DISPLAY/UPDATE STUDENT
          E.  TRUANCY INTERVENTION PRINT SCHEDULE

          ENTER SELECTION ..
                                                                      24/26
 4:18:18
```

Please note that if at any time a school is unable to enter attendance data or print the Attendance Bulletin, they should notify the Federal and State Compliance Office by sending an email to studentattendance@dadeschools.net or via Ivanti Service Manager (ISM), **as**

soon as possible. If the Attendance Manager does not request and print the Attendance Bulletin on any given day, it will appear on the District Attendance Report with a notation "Schools Not Requesting Daily Bulletin" and an e-mail will be sent to the school principals to remind and/or inform them that the attendance has not been completed for the current day.

Each school will run a daily Attendance Bulletin and maintain a copy as part of the audit trail for attendance and FTE (Full-Time Equivalent) reporting. The Attendance Bulletins, Tracking Report, and Principal's Report on Attendance must be retained at the school site for **3 fiscal years.**

The Attendance Bulletin should be distributed to all teachers or posted in a central location for teachers to verify student absences. A copy of the Attendance Bulletin should also be distributed to the school cafeteria manager.

CRITICAL INCIDENTS IMPACTING SCHOOL ATTENDANCE

School evacuations or other critical incidents in a school may impact attendance reporting. **Official Daily School Attendance (ODSA) must be reported each day.**

NO-SHOW PROCEDURES AND REQUIRED ACTIONS

The No-Show period for the **2023-2024** school year begins **Thursday, August 17, 2023**, and will end **Friday, August 25, 2023**.

- Students that are registered but do not appear in school on the first day (August 17) must be marked as *"No-Show"* by the teacher in Gradebook or if necessary, the Attendance Manager will enter the NO-SHOWS into the DSIS student calendar (August 17 – August 25, 2023).
- The Official Daily School Attendance (ODSA) will be taken in the Electronic Gradebook. To record students as a *No-Show,* the following actions must be taken:

Teacher Action in Electronic Gradebook

- Click on **Quick Attendance** (located under Attendance).
- Open the class designated for recording ODSA by clicking on the class tab.
- Click on the ***No-Show (NS)*** code for each No-Show student.

- **Important: If all students are present, the teacher must click on the ALL PRESENT button on the right-hand side of the page to report 100% attendance.**
- Students who continue to be *No-Shows* must be marked in the Gradebook as ***NS*** daily through Friday, August 25, 2023, for each day the student does not enter school for the first time.
- Beginning Monday, August 28, 2023, the ***NS*** code will no longer be available to teachers.

Attendance Manager Daily Required Actions in Gradebook and in DSIS

- Run the **Tracking Report** to identify teachers that haven't recorded attendance in their Gradebook. **Click Here for detailed steps.**

- In the Attendance Editor, click the *Export* button **to transfer attendance from Gradebook to DSIS.**
- The Official Daily School Attendance must be exported from the Gradebook to DSIS per the schedule below starting on Thursday, August 17, 2023, **and for each day thereafter**.

▪ **Elementary Schools**	**–**	**10:00 a.m.**
▪ **K-8 Centers**	**–**	**11:00 a.m.**
▪ **Middle Schools**	**–**	**11:00 a.m.**
▪ **Senior High Schools**	**–**	**12:00 p.m.**

- Approve Attendance Batch File.
- Print Daily Attendance Bulletin.

ON THE FIRST DAY OF SCHOOL, A "NO-SHOW" ATTENDANCE BULLETIN MUST BE PRINTED PRIOR TO 1:00 PM. DO NOT DELAY RUNNING THIS BULLETIN TO ENTER NEW STUDENTS INTO DSIS.

- **Student Entry During No-Show Window: August 17 – 25, 2023**
  - o **DSIS Action** – When a No-Show student attends school for the first time during the No-Show period, the Attendance Manager must enter the student using the "Entries After No-Show" screen on the Student Information Menu. This action will automatically change the entry date on the student record and remove any No-Show designations on the calendar that appear after the entry date.
  - o **Gradebook Action** – The Teacher will enter Attendance Code *ENT* on the first day the student attends class.

- **No-Show Processing**
  - o On Friday, **August 25**, ITS will automatically withdraw all No-Show students that have not appeared with withdrawal code **"DNE"** and the effective date of *08/17/2023*.
  - o Until the No-Shows are removed, the students will appear on all reports.

- **Printing a Gradebook, No-Show Report**
  - o Attendance Manager must print a list of all No-Show students as recorded in the Gradebook following the steps below:
    - ▪ Click **New Report**
    - ▪ Click on **Administrative** category
    - ▪ Select **Daily Student Attendance Report by Period**
    - ▪ Select **All Students**
    - ▪ Select and specify **Attendance Date**

Class List Summary Report ONLY for Secondary Schools

During the No-Show period, schools may order the Class List Summary Report, which shows seat counts minus the No-Show students as a separate report. This report can be ordered by selecting Class List in the DSIS Online Report Request System and indicating "Y" for Class List Summary Report.

ATTENDANCE RECONCILIATION

Procedures to update DSIS attendance using Gradebook information for a previous day:

- From Apps|Services|Sites tab in the Employee Portal, log into Gradebook (Pinnacle) using your network credentials
- Click New Reports
- Click Administrative category
    - Select **Daily Student Attendance Report by Period**
    - Select the date to be updated and check the box *"All Students"*
    - Click Run Report
- The report will show all attendance periods, choose the ***Homeroom Attendance.***
- Homeroom Attendance will be entered in DSIS as follows:
    - 2. Daily Attendance
    - 1. Categorical Update of Attendance Data
    - 1. Absent or 2. Tardy
- Once all the information is entered, print the Daily Attendance Bulletin in DSIS.

IMPORTANT NOTE: **It is imperative that the official attendance in Gradebook and DSIS match.**

ATTENDANCE CORRECTIONS THAT AFFECT FTE FUNDING

After the last day of FTE survey week, entry/withdrawal dates and attendance recorded during FTE survey week and the six consecutive days on which attendance was scheduled immediately prior to the survey week, cannot be changed by the school. Changes affecting FTE funding must be requested by sending correction requests to the Federal and State Compliance Office via Ivanti Service Manager (ISM) along with the Attendance Corrections form (FM-5556) signed by the school principal.

END-OF-YEAR ARCHIVE FOR THE ELECTRONIC GRADEBOOK

All attendance corrections must be completed in Gradebook before **June 14, 2024**, at that time Gradebook will be inactivated and the 2023-2024 school year data will be archived.

64D-3.049 PROTOCOLS FOR CONTROLLING COVID 19 IN SCHOOL SETTINGS

(1) **GENERAL PROTOCOLS AND DEFINITION**. The following procedures shall be instituted to govern the control of COVID-19 in public schools:

    (a) Schools will encourage routine cleaning of classrooms and high-traffic areas.

    (b) Students will be encouraged to practice routine handwashing throughout the day.

    I Students will stay home if they are sick.

(2) **PROTOCOLS FOR SYMPTOMATIC OR COVID-19 POSITIVE STUDENTS**. Schools will ensure students experiencing any symptoms consistent with COVID-19 or who have received a positive diagnostic test for COVID-19 shall not attend school, school-sponsored activities, or be on school property until:

    (a) The student receives a negative diagnostic COVID-19 test and is asymptomatic; or

    (b) Five days have passed since the onset of symptoms or positive test result, the student has had no fever for 24 hours and the student's other symptoms are improving; or

    I The student receives written permission to return to school from a medical doctor licensed under Chapter 458, F.S., an osteopathic physician licensed under Chapter 459, F.S., or an advanced registered nurse practitioner licensed under Chapter 464, F.S.

ATTENDANCE FOR STUDENTS IN VIRTUAL SCHOOL

Virtual schools must maintain auditable attendance records and provide attendance information to the school district. Official school attendance is determined in one of two ways depending upon the program provider:

Attendance by Day:

Each time the student spends time online in the virtual instructional program attendance should be recorded. The following steps must be used to determine the number of days of instruction for attendance reporting:

- **"**Time spent online" on 180 or more days will be reported with Days Present, Annual equal to 180 days and Days Absent, Annual equal to 0 days.
- "Time spent online" for less than 180 days will be reported with the number of Days Present, Annual based on the number of days "spent online".
- Days Absent, Annual reported will be determined by subtracting the Days Present, Annual from 180.

Attendance by Hours:

Each time the student "spends time online" the hours of attendance should be recorded. Students in grades K-3 must attend at least 720 hours (4 hours per day) of instruction. Students in grades 4-12 must attend at least 900 hours (5 hours per day) of instruction. The following formula must be used to determine the number of days of instruction for attendance reporting**:**

- Record the hours of each student's "time spent online".
- Calculate the total number of hours the student "spends online". The number of hours of instruction must be equated to days of attendance by using:

- Grades K-3: Divide the total number of hours of instruction by 4.
- Grades 4-12: Divide the total number of hours of instruction by 5.
- Record the total number of Days Present, Annual (not to exceed 180).
- Record the total number of Days Absent, Annual by subtracting Days Present, Annual from 180.

TYPES OF ABSENCES

EXCUSED ABSENCES

Board Policy 5200 -Attendance, defines Excused School Absence as:

A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.

B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.

C. Death in immediate family.

D. An approved school activity (absences recorded but not reported).

E. Other absences with prior approval of the principal.

F. Attendance at a center under Department of Children and Families supervision.

G. Significant community events with prior permission of the principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.

H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed, see **Exhibit#2** for the 2023-2024 School Calendar.

> The religious holiday listed on the district's approved list of religious holidays (**Exhibit #3**) are to be marked with an "X" (this attendance code may not disqualify students from Perfect Attendance recognitions/awards)

I. Military Connected Students – M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to a total of five days of excused absences each academic year to allow families time together.

- The absences are to be preapproved by the school principal.
- Students shall have a reasonable amount of time, to complete make-up work.
- Attendance Correction Form (FM-5556) will be sent to the Federal and State Compliance Office, via Ivanti Service Manager (ISM) for processing.

Furthermore, attendance recordkeeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level. Deployment-related absences will not negatively impact a school's percent of attendance.

J. Event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal: The student must receive advance written permission from the principal. Examples of special events: public functions, conferences, and Regional, State and National competitions.

K. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.

L. Outdoor suspensions.

M. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

N. **Other individual student absences beyond the control of the parent or student, as determined and approved by the principal, require documentation related to the condition.**

Course Make-up for Excused Absences

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

UNEXCUSED ABSENCES

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. **Failure to provide the required documentation within three (3) school days upon the return to school will result in an unexcused absence.**

Unexcused absences include:

- Vacations, personal services, local non-school event, program, or sporting activity

- Older students providing day care services for siblings

- Illness of others

- Non-compliance with immunization requirements (unless lawfully exempt).

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parent.

COURSE MAKE-UP WORK

Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time. Any absence that does not fall into one of the excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. **Failure to provide the required documentation within three (3) school days, upon the return to school, will result in an unexcused absence.**

PRINCIPAL'S RESPONSIBILITIES

The principal shall be responsible for the administration of attendance policies and procedures and for the accurate reporting of attendance in the school under their direction. The principal shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be their duty to see that such instructions are followed" (State Board Rule **6A-1.044** Pupil Attendance Records). The principal shall verify all attendance records for accuracy to determine that attendance data is reported and recorded in accordance with the approved method of attendance recording for district wide use.

Early intervention with student attendance is the most effective way of producing good attendance habits that will lead to their improved learning and achievement.

Principal's responsibilities are defined by Board Policy 5200 – Attendance:

- Attendance/tardiness is taken and recorded by authorized persons at a designated time every official school day.
- A good faith effort is made to contact the parents of students absent from school every day. Parents will receive an automated telephone message notifying them when the student is absent.
- A review of classes that have excessive absences to determine if the quality of instructions is a factor in the failure of students to attend class on a regular basis.
- An authorized person determines the status of each absence/tardy.
- The steps outlined in Florida Statute 1003.26, regarding regular school attendance are implemented.
- An Attendance Review Committee is established at the school.
- Consideration of appeals made by students and/or parents regarding recommendations of the Attendance Review Committee.
- Attendance is daily recorded on the Electronic Gradebook by instructional staff.
- Documented efforts are made to ascertain the whereabouts of any student identified as a No-Show (DNE).
- W22- Whereabouts Unknown Procedures as specified on Pages 2 and 3 are followed for any student identified as W22 – Whereabouts Unknown.
- Students withdrawing to a public school out of the district (W3A) are coded correctly and documented in DSIS.
- Students withdrawing to a public school out of Florida (W3B) are coded correctly and documented in DSIS.

- Principal should review and sign the final Tracking Report each day during the FTE eligibility period.
- Print, date and sign the Principal's Report on Attendance from Control-D and retain (3) three years for FTE audits.
- Certify attendance in DSIS.

Principal's Report on Attendance

The "Principal's Report on Attendance" will be available in Control D following the last day of each grading period (**Product #T0525P04-01)**. The report must be signed, dated, and maintained at the school site as part of the FTE audit trail.

Certification of School Attendance

Principals are required to certify student attendance after each grading period and at the end of the school year in June, see 2023-2024 School Calendar as **Exhibit #2**. The same process must be done at the end of summer school. The Principal's Attendance Report Calendar (**Exhibit #4**) indicates the dates to certify attendance online.

The procedures for certifying the accuracy and completeness of the Principal's Report on Attendance through the online Certification of School Attendance are as follows:

- Sign on to **DSIS**, **Selection 3**, School Information.
- Select **Option 5**, Certification of School Attendance.
- Enter **"Yes"** after Certified. Press the enter key or the PF21 key. (This records the principal's employee number.)
- Please note that Principals must type "Yes" on the two fields when certifying attendance for the 4th reporting period and for the End of the School Year.

Attendance Tracking Report

Principals and FTE preparers are responsible for maintaining a copy of the **Attendance Tracking Report for each of the 11 days of the FTE Attendance Eligibility Window, as part of the records for review during FTE audits.**

Please note the following:

> The Attendance Tracking Report displays the teachers that have **not** reported attendance for the day. Elementary schools must select homeroom attendance and secondary schools must select all periods.

Truancy Intervention Program Compliance

Principals are required to complete Truancy Intervention Program Referral packets for students **who have 15 unexcused absences within a 90-day calendar period**, please refer to the Truancy Intervention Procedures Handbook.

TEACHER'S RESPONSIBILITIES

Teachers shall encourage regular school attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.

A. The teachers shall encourage class and school attendance with challenging and rigorous instruction and by demonstrating an interest in the welfare of students.

B. **Elementary school teachers are required to take attendance during homeroom and whenever students change instructors. Secondary school teachers are required to take attendance each period of the school day and report absences as required by the school.**

C. Upon request of the student or the parent, provide make-up assignments for excused absences/tardiness.

Course Make-up

Teachers are to provide within **three (3)** days, requested student/parent make-up assignments for all excused absences/tardiness. It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work.

Unexcused absences do not require for teachers to provide make-up work for the student. However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

Teacher Gradebook

Attendance eligibility for collecting FTE is based on the official recording of the school attendance. The Official Daily School Attendance (OSDA) will be taken daily from the gradebook of the teacher providing instructional service during the first block or period of the day. **The Electronic Gradebook** is the source document for the reporting of OSDA.

Attendance information will be programmatically exported from the Electronic Gradebook to DSIS. Attendance adjustments to the DSIS system will be done by the principal's designated Attendance Manager.

The teacher's gradebook is a legal document required by state law. It can be summoned in any court case as a legal record of grades and attendance. Emphasis must be placed on accuracy, consistency, and recording of the students' attendance and must be a coordination of efforts to maintain the integrity of the gradebook.

Teachers must use the following attendance codes:

Code	Description
A	EXCUSED ABSENCE
U	UNEXCUSED ABSENCE
T	EXCUSED TARDY
TU	UNEXCUSED TARDY
ENT	ENTERED CLASS
WD	WITHDRAWN FROM CLASS
NS	NO-SHOW. DID NOT ENTER – STUDENT LISTED ON ROSTER BUT NOT IN ATTENDANCE (1ST WEEK OF SCHOOL)

Teachers can add a comment to denote a reason for excused and unexcused absences.

Starting Pinnacle Application & Logging into Gradebook

To launch the Pinnacle gradebook application, start your Internet Browser (Google Chrome, Edge, Safari, Firefox, Opera)

- ▼ You need to access the *Employee Portal*

- ▼ Click on the *Applications/Sites Tab*

- ▼ Click on the link *Gradebook (Pinnacle)*

▼ Log on to Gradebook (Pinnacle) Application

▼ Type your Username*:*
   Employee number

▼ Type your Password:
   Network Password

Gradebook Home Page – Navigation

When logged in, the Gradebook home page is displayed.   A message board on the right-hand side notifies all District staff of any useful Gradebook information.

In the upper right corner of this page, as well as most other pages, is a notification of which user is currently logged in for this session, a drop-list box that allows you to impersonate a teacher, plus a **Sign out link** on the left navigation to log out of the Gradebook application.
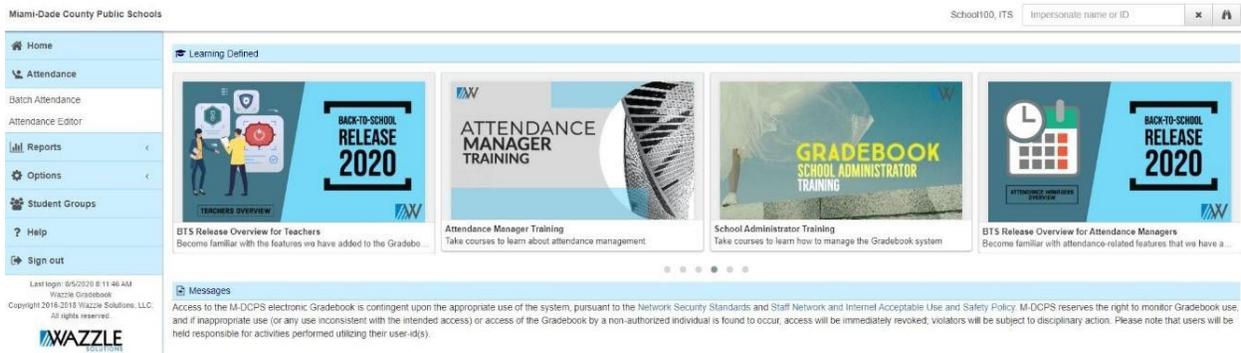
The left-hand navigation frame displays 4 navigational icons and supported links.

	The **Attendance** section:
	    Batch Attendance: will allow you to change DAILY or <u>class attendance</u> for many students at a time.
	    Attendance Editor: will allow you to change the Daily (ODSA) for students

Home	
Attendance	

Batch Attendance	The **Reports** section:
	    My Reports: this is where Administrative Reports are stored once they are run.
	    New Report: will provide a list of available reports and allow you to print or preview these reports.
	    Student Schedule: will allow you to view a student's schedule

Attendance Editor	
Reports ⌄	
My Reports	
New Report	
Student Schedule	**Students Groups:** allows a user to create, change and delete groups of students for attendance recording and tracking purposes.
Options ‹	
Student Groups	
Help	
Sign out	

Taking Attendance – Substitute Attendance Procedures

Substitute Teacher Attendance Roster

When a teacher is unavailable to take Official Daily School Attendance (ODSA) or class attendance, a substitute teacher is required. The substitute is not given access to the Gradebook, so a paper roster is necessary.

To print the Substitute Teacher Attendance Roster in Gradebook:

▼ From the Gradebook home page, click **New Reports**.
▼ Click the + sign next to the **Administrative** report category to expand the list.

▼ Scroll down and click on the *Substitute Teacher Attendance Roster* Link.

▼ Enter the employee number of the absent teacher(s) in the box next to *Teacher*.

▼ Scroll down to the bottom of the page and click the *Run Report* button.

▼ The report can be printed when the report status says "Ready"

▼ The report title is a link to open and view the report. Click the title.

Quick Attendance

Quick Attendance is where the Attendance Manager enters Official Daily School Attendance (ODSA) for substitutes.

▼ First, start typing a teacher's name or employee number in the Impersonating box in the upper right corner. When the teacher's name appears below, click it to select it.

▼ Click on **Quick Attendance** from the Gradebook Home Page.

▼ Select the ODSA class by using the class tabs toward the top of the screen.

▼ Select the appropriate attendance code to the right of the student's name by clicking on it one time. If you make a mistake, click the code again to clear it.

▼ After entering an attendance code, you may enter a comment (up to 45 characters) about a student's attendance which will appear in the Parent/Student Grade Viewer in the Portal.

▼ Once attendance has been entered for a class for a date, a check mark will be displayed on the class tab.

If the teacher has 100% attendance, clicking the **All Present** button removes the teacher's name from the Attendance Tracking report.

If there is a padlock icon displayed on the class tab, this means that the date has been locked for this class, and no attendance codes may be entered from the gradebook.

Attendance Grid

The Attendance Grid screen displays all the student attendance codes entered during the marking period for a class. You may access the **Attendance Grid** from the Home Page or Quick Attendance screens.

The attendance codes are color-coded and preset to the M-DCPS approved attendance codes.

By default, the current date is the highlighted column within the current week, and the number of other date columns will depend on the display of your computer screen. Use the left and right arrows next to the date field to scroll the display one week at a time to the left or right. Jump to another date range using the calendar icon to select the date. You may enter the date into the field or enter a "Smart Date" description, such as yesterday, next Monday, last week Thursday, and tomorrow, etc. You may also use Spanish.

If you select a class from the class tabs at the top of the screen, the date range will remain the same.

Total attendance by marking period, grouped by tardy codes and absence codes, is displayed in the column on the right. To change the marking period, click the drop-down list at the top of the column and select the marking period.

Attendance codes with a red triangle in the upper right corner of the cell have a comment associated with them. Hovering the mouse cursor over the cell will display a pop-up balloon with the comment.

If attendance has been entered for any date for a class, a checkmark will be displayed by the date at the top of the column.

If there is a padlock icon at the top of a column, attendance has been locked in that date, and no attendance codes may be entered.

To edit or enter any attendance codes, click the date at the top of a column to go to **Quick Attendance** for that date.

Updating Daily Code

Attendance Editor

The Attendance Editor feature is used to manage attendance one student at a time to update the Daily Code for past, current, or future attendance.

Examples of when to use Attendance Editor:

- Student arrives to school late

- Student checks out early

- Indoor/Outdoor suspension

- Religious Holiday

- Special Note (Field trips)

To update Daily Code without touching the class attendance for one or more students:

▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)

▼ From the Gradebook Home page, click the **Attendance Editor** link.

▼ In the **Find Student** text box (upper left-hand corner), start typing the last name or the ID number of the student. When the student's

name appears below, click it to select it. Repeat this step if more students are required.
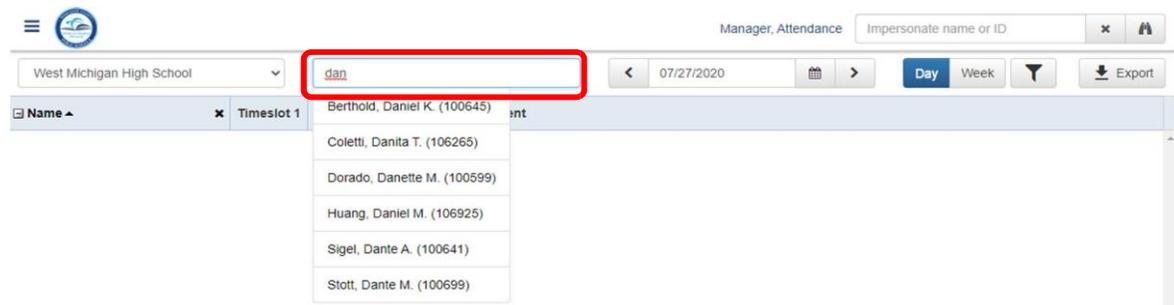
▼ Click the cell for **Daily** Code, in the provided list in the **Code** column and select the appropriate attendance code. Repeat this step for all listed students.

> **Important Notes**
> At this time, only current day absences (U) and tardiness (T) are electronically uploaded to DSIS. All other codes must be manually updated in DSIS and in the Gradebook Daily Code.
> Entry of arrival or dismissal time and comments are completely optional.

Batch Attendance

The Batch Attendance feature can be used by attendance managers to mass update students' Official Daily School Attendance (a.k.a. the Daily Code) for past, current, or future attendance.

Examples of when to use Batch Attendance:
- Field Trips for a few students or a group
- Late bus

To update the Daily Reason code for a large number of students or for a group without touching class attendance.

▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank.)

▼ From the Gradebook Home page, click the **Batch Attendance** link.

▼ Set the **Date Range**.

▼ Find Class – Allows you to add attendance to all students in one or more classes.

▼ Find Student – Allows you to add attendance to one or more students that you manually choose OR… to take attendance for all students in a group.

▼ Select **Daily** in the Hour box.
▼ Choose the appropriate attendance **Code**. Comments are optional.
▼ Click **Mark Attendance for Students**

> **Important Note:**
>
> In this example, individual students and a group were selected.
> To remove a student or group from the list, click the blue "X".

At times, if the Attendance Manager makes any changes to existing marked attendance codes, you will be getting a **Conflict** screen. (See picture below)

Conflicts

0 records changed to A

3 records not changed due to conflicts.

The records below were already marked by an attendance manager and were not automatically overwritten. Please review the marks and then click the Apply button to apply the changes.

Clark, Camila (1 conflicts)

11/6/2019 - Daily - Entered by School100, ITS   Leave as U ⬤ Overwrite with A
    Arrive Time ~~12:00 AM~~   12:00 AM
    Dismiss Time ~~12:00 AM~~   12:00 AM

Clark, Luis (1 conflicts)

11/6/2019 - Daily - Entered by School100, ITS   Leave as S ⬤ Overwrite with A
    Arrive Time ~~12:00 AM~~   12:00 AM
    Dismiss Time ~~12:00 AM~~   12:00 AM

Clark, Michael (1 conflicts)

11/6/2019 - Daily - Entered by School100, ITS   Leave as U ⬤ Overwrite with A
    Arrive Time ~~12:00 AM~~   12:00 AM
    Dismiss Time ~~12:00 AM~~   12:00 AM

Leave All   Overwrite All   Apply

You will need to overwrite one attendance code at a time or use the **Overwrite All** button to do all codes together. Click **Apply** button.

Once you have made the changes, you will see at the bottom of screen of batch attendance. The changes you made. (See example in picture below.)

3 records changed to A
0 records not changed due to conflicts.

Clark, Camila

11/6/2019
  Hour: Daily   **Code:** ~~U~~ A   **Arrive Time:** ~~12:00 AM~~ 12:00 AM   **Dismiss Time:** ~~12:00 AM~~ 12:00 AM

Clark, Luis

11/6/2019
  Hour: Daily   **Code:** ~~S~~ A   **Arrive Time:** ~~12:00 AM~~ 12:00 AM   **Dismiss Time:** ~~12:00 AM~~ 12:00 AM

Clark, Michael

11/6/2019
  Hour: Daily   **Code:** ~~U~~ A   **Arrive Time:** ~~12:00 AM~~ 12:00 AM   **Dismiss Time:** ~~12:00 AM~~ 12:00 AM

Filtering Students

The filter function is used to find all students that match attendance code criteria coming from the teachers' gradebooks.

▼ From the Attendance Editor, click the **Filter** icon

▼ Select 1 or more attendance codes from the list to filter on, then click **Apply Filter**

Update the Daily Code for any required students

Attendance History

This feature in Gradebook gives the teacher and Attendance Manager the ability to view single student attendance history for a specific date, in a popup window.

On the **Attendance Grid** or **Attendance Editor** page, you can right-click a cell under a date in a student row to open a new window titled **Attendance History** for that date and student.

Reports

There are several reports available from the Pinnacle Gradebook application on school, class, and student attendance, as well as schedules and tracking the taking of attendance from the teachers. All **Reports** may be accessed from the Home Page.

▼ From the Gradebook home page, click *New Report*

▼ Or…Click the *My Reports* link

The initial screen for **My Reports** is a list of previously requested Crystal Reports which may be repeatedly previewed or printed or updated with current information before previewing or printing. It may also be regarded as an In-Box for large, requested Crystal Reports since you may log out or exit the application. When you return, your report will be waiting for you.
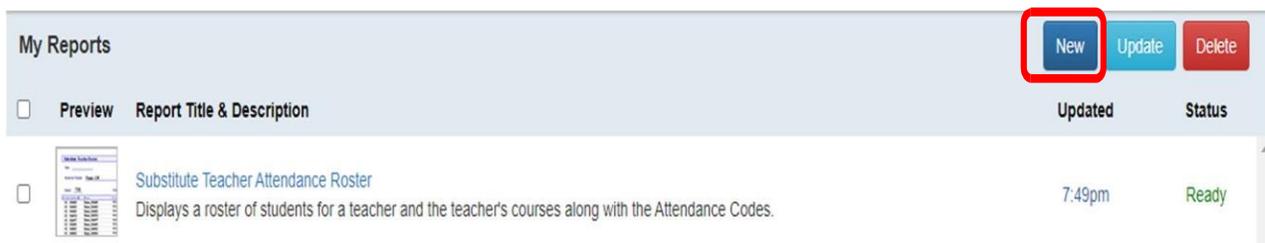
To request a report, click *New Report* on the Home Page or click the *New* button on the My Reports page. Reports which have been marked as **Favorites** will be displayed at the top of the screen.

Report defaults may include **Attendance**, **Demographics**, **Discipline, Grading, Notes**, and **Other**. To view the reports in each category, expand the list by clicking the plus sign (**+**) to the left of the category title or you may click **Expand All** to show all the reports available.

Any of these reports maybe designated as a Favorite by clicking the star icon next to the report. Clicking the star again will remove the designation.

To run a report, click the title of the report. You will be presented with a parameters page. Each report will have a different set of parameters (or options) to fill in. Complete the required information and then click the Run Report button at the bottom of the page.

Attendance Tracking Report

This report is run daily to identify teachers that *have or have not* recorded attendance in their gradebooks.

▼ From the Gradebook home page, click **New Report**

▼ Click the "**+**" next to the Attendance category

▼ Click the Attendance Tracking report link

▼ Verify that the date range is set for today's date
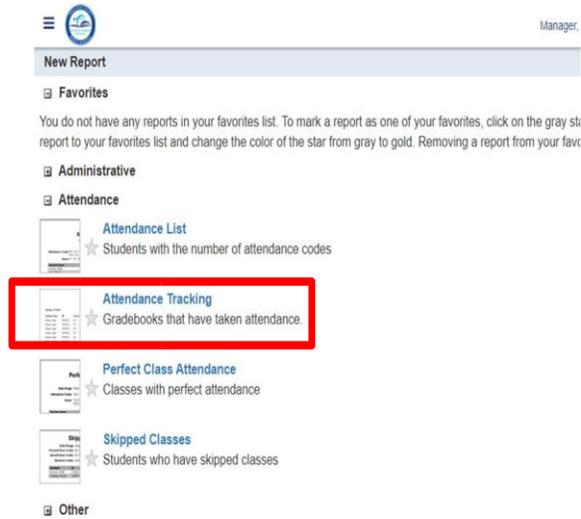
▼ Verify that you have a check mark next to all class periods that took place on that day.

    o Elementary School:
       Select **HR (Y)**

    o Secondary Schools:
       Select the **"Y"** for all **annual** classes/periods on that day.
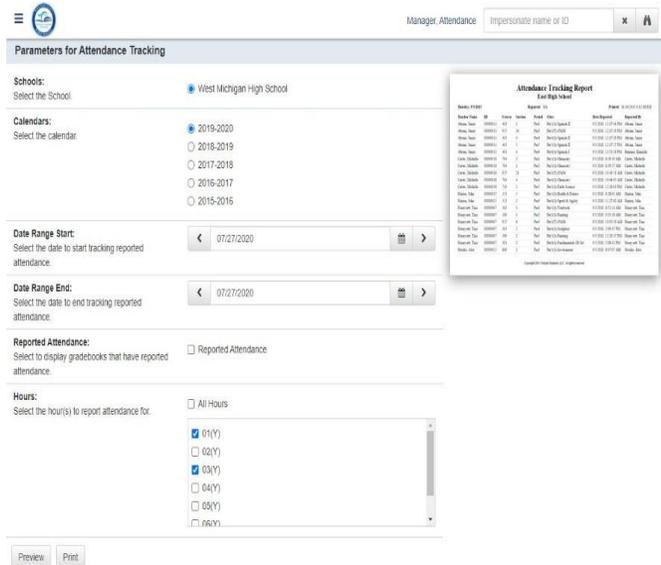
    For **semester** classes, select only the appropriate semester **(1)** or **(2)**

Attendance Export

1. Login to the Employee Portal

2. Click on the **Applications/Sites** tab

3. Click on the link **Gradebook (Pinnacle)**

4. Type your Username*: **Employee number**

5. Type your Password: **Network Password**
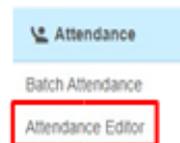
6. From the Gradebook home page, click the **Attendance Editor**
7. In the Attendance Editor, click the **Export** button (see **Important Notes** below)
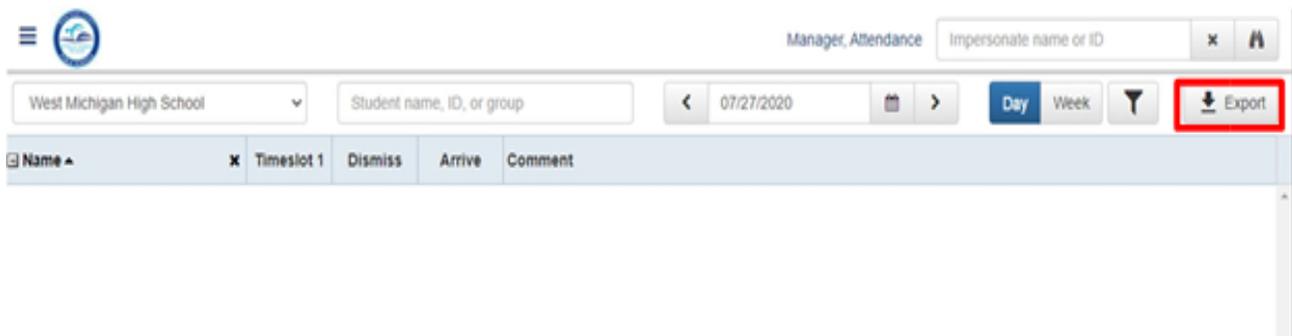
If you support more than 1 school, select another school from the **School** drop list and click the *Export* button again.

Important Notes:

- **Pay careful attention to the screen.** You will be notified of the successful upload by the message:

  ✅ Attendance Export Completed successfully.

- The message last for only a few seconds.

Highly Recommended Gradebook Reports

▼ Attendance: Attendance Tracking

▼ Attendance: Attendance List

▼ Attendance: Skipped Classes

▼ Administrative: Daily Student Attendance Report by Period

▼ Administrative: Substitute Teacher Attendance Roster

▼ Administrative: Attendance History Report

▼ Administrative: Course Attendance Grid

Logging out

When you are finished working in your gradebook, be sure to click the Sign out link in the upper right corner of the screen. This will ensure that you've completely logged out of the gradebook. You will see a message similar to the following:
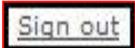
✅ You have been logged out successfully.

Approved Attendance Codes

Code	Description	Attendance Weight	Who can enter this code?
A	Excused Absence	1	All Teachers / Attendance Manager
U	Unexcused Absence	1	All Teachers / Attendance Manager
T	Excused Tardy	1	All Teachers / Attendance Manager
TU	Unexcused Tardy	1	All Teachers / Attendance Manager
ENT	Entered Class	0	All Teachers / Attendance Manager
WD	Withdrawn from Class	0	All Teachers / Attendance Manager
NS	No-Show	0	All Teachers / Attendance Manager
S	Special Note (i.e., field trip, assembly, etc.)	0	Attendance Manager – **DAILY** only
E	Excused Early	0	Attendance Manager – **DAILY** only
I	Indoor Suspension	0	Attendance Manager – **DAILY** only
O	Outdoor Suspension	1	Attendance Manager – **DAILY** only
M	Tardy and Excused Early	0	Attendance Manager – **DAILY** only
X	Special Holiday	0	Attendance Manager – **DAILY** only

For students marked with an "E, S, I, O, M or X" for official attendance, teachers must use an excused absence (A) for class attendance. Teachers can add a comment to denote a reason for excused absence.

Important: **Only gradebook managers have access to the "S" code; teachers no longer have access to enter the S-Special Note code in Gradebook.**

STUDENT'S RESPONSIBILITIES

The goal of every child should be that of a "model student." A model student is expected to be present at school each and every day, attend class as scheduled, arrive at school and class(es) on time, and demonstrate appropriate behavior and a readiness to learn.

Student's responsibilities as defined by Board Policy 5200 - Attendance:

A. Attend classes one hundred and eighty (180) days each school year or the number of instructional days prescribed for the school the student attends.

B. Request the make-up assignments for all excused absences/tardiness from teachers upon return to school or class within three (3) days.

    It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.

C. Complete the make-up assignments for classes missed within the equivalent number of days absent.

    Failure to make-up all assignments will result in lower assessment of the student's academic and/or effort grade.

D. Be reported as present for the school day to participate in athletic and extracurricular activities.

Course Make-up

Request the make-up assignments for all excused absences/tardiness from their teachers within three (3) school days upon their return to school. It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work.

The student shall have a reasonable amount of time, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Teachers are not required to provide make-up work for the unexcused student absences/tardiness. However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

Student Records

School Board Policy 8330 states, an eligible student or either parent (registering and non-registering) of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally binding instrument or court order that expressly revokes those rights. Parents may make the request for records at the school the student attends.

PARENT'S RESPONSIBILITIES

The parent shall be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child. Board Policy 5200 - Attendance, states that "absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student at compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The district reserves the right to verify such statements and to investigate the cause of each single absence.

Parents are expected to:

- Report and explain an absence or tardiness to the school. Failure of the parent to provide required documentation within three (3) days upon the student's return to school will result in an unexcused absence.

  - ➤ Admits can be submitted electronically or in-person
    - o Electronic submissions include emailing a statement of the cause for such absence directly to the school's attendance email address. The email should include the Student's Full Name, Identification Number, Date of Absence, and the Reason for the absence; include the Student's Name and EXCUSED ADMIT on the subject line. Parents should follow the generic email address XXXX@dadeschools.net, where **XXXX** is the 4-digit school location number. To find your child's homes school location number visit the M-DCPS School Directory page CLICK HERE.
    - o As well, a link will be available via the Parent Portal and Parent Mobile APP for parents to access a dropdown menu with schools' resource mailbox directory.
    - o Parents who wish to submit documentation for an excused absence to the school's attendance office in person may do so within three (3) days from the date of the absence. Failure to report and explain absence(s) shall result in unexcused absence(s).

- Ensure that the child has requested and completes make-up assignments for all excused absences/tardiness from their teachers upon their return to school or class.

- Appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.

Course Make-up

Make-up assignments for all excused absences/tardiness should be requested within three (3) days of the student's return to school or class. It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work.

The student shall have a reasonable amount of time, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Teachers are not required to provide make-up work for the unexcused student absences/tardiness. However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

Student Records

School Board Policy 8330 states, an eligible student or either parent (registering and non-registering) of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally binding instrument or court order that expressly revokes those rights. Parents may make the request for records at the school the student attends.

RECOMMENDED ATTENDANCE STRATEGIES AND INCENTIVES

Attendance improves when a school community offers a warm and welcoming environment that emphasizes building relationships with families and stresses the importance of going to class every day. Schools are encouraged to develop specific intervention strategies and incentives directed to meet the needs of their students and community. The following is a list of recommended interventions and incentives:

- Develop school attendance improvement plan and attendance contract for identified students with excessive absences.
- Provide parents with a copy of attendance policy. *As you share Back-to-School information, be sure to remind parents about the importance of regular attendance.*
- Develop and provide attendance workshop for students and parents regarding their legal obligation to assume a greater responsibility for assuring daily student attendance (may be done during PTA/PTSA meetings, ESSAC meetings, open house meetings, homeroom announcements, or assemblies of students).
- Develop an incentive program to promote good attendance for all students:
  - Free homework coupons
  - Uniform pass
  - First-in-line privileges for lunch or dismissal
  - Name on the "Attendance Wall" in the classroom
  - Free tickets to events, i.e., athletics etc.
  - Praise students for Perfect Attendance
  - Praise and reward for students and teachers for improved student attendance
  - PTA /PTSA involvement incentives
  - Recognition during morning announcements
  - Traveling trophy for grade-level homeroom with best monthly attendance
- Provide students with academic support via in school and out of school tutoring.
- Recommend and connect students and families to community agencies that can provide services.
- Ensure that the Parent Resource Center is accessible for all parents.
- Utilize services to assist homeless and economically disadvantaged families.
- Encourage students to participate in social and athletic activities.
- Conduct home visits by community involvement specialist and/or social worker.
- Develop plan of escalating consequences for excessive unexcused absences and release of grades withheld.
- Nonparticipation in extra-curricular and athletic activities (with varying time spans)
- After-school office or school media assistant (with varying time spans).

INTERVENE EARLY – DO NOT WAIT.

PERFECT ATTENDANCE

Each grading period, principals are presented with a letter from the Superintendent of Schools commending them for achieving outstanding student attendance. Parents and students are presented with a letter from the principal for their efforts in attending school every day during the grading period.

- A student will be identified as having "Perfect Attendance" when present or in attendance each day of the school year or the number of instructional days prescribed for the school, students attend 180 days each school year in Miami-Dade County Public Schools.

- Students are to be counted in attendance only if they are present or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student. (Board Policy 5200 – Attendance).

- **Attendance is not counted for students who have attended a private school or any other public school outside M-DCPS; therefore, those years cannot be counted toward "Perfect Attendance."**

- Attendance is not counted or reported during the time a student is enrolled in the Florida Home Education Program; therefore, those years cannot be counted toward "Perfect Attendance."

- A student who submits satisfactory documentation regarding absences due to the observance of a religious holiday or because the tenets of that student's religion forbid secular activity at such time, and who satisfactorily make-up any examinations and assignments which have been missed, should not be disqualified from "Perfect Attendance" recognitions/awards/incentives at the school or district level. **The religious holiday must be listed on the district's approved list of religious holidays (Exhibit #3)**

- Military Connected Students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level.

Section 1003.02(1)(b), F. S. states, "District school boards are authorized to establish policies that allow accumulated unexcused tardiness, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences."

A student who has 20 or more cumulative tardiness will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.

Note – These guidelines are district guidelines for commendations of attendance of students. Specific guidelines for commendations at the school may be developed to promote perfect attendance.

EXHIBIT #1: Entries and Withdrawal Codes

	ENTRIES INTO FLORIDA PUBLIC SCHOOLS
E01	ANY PK-12 STUDENT WHO WAS ENROLLED IN A PUBLIC SCHOOL IN THIS SCHOOL DISTRICT THE PREVIOUS SCHOOL YR.
E02	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PUBLIC SCHOOL IN ANOTHER DISTRICT IN FLORIDA.
E2A	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PUBLIC SCHOOL IN ANOTHER STATE OR UNITED STATES COMMONWEALTH/TERRITORY.
E03	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PRIVATE SCHOOL IN FLORIDA.
E3A	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PRIVATE SCHOOL IN ANOTHER STATE, OR A UNITED STATES COMMONWEALTH/TERRITORY.
E04	ANY PK-12 STUDENT WHO IS ENROLLING IN A PUBLIC SCHOOL IN THIS DISTRICT AFTER HAVING BEEN IN HOME EDUCATION IN ANY FLORIDA SCHOOL DISTRICT.
E4A	ANY PK-12 STUDENT WHO IS ENROLLING IN A PUBLIC SCHOOL IN THIS DISTRICT AFTER HAVING BEEN IN HOME EDUCATION IN ANOTHER STATE OR UNITED STATES COMMONWEALTH/TERRITORY.
E05	ANY STUDENT ENTERING PK OR KG FOR THE FIRST TIME.
E09	ANY PK-12 STUDENT WHO ENTERS A FLORIDA SCHOOL FROM A COUNTRY OTHER THAN THE UNITED STATES OR A UNITED STATES COMMONWEALTH/TERRITORY.
	RE-ENTERING INTO FLORIDA PUBLIC SCHOOLS
R01	ANY PK-12 STUDENT WHO WAS RECEIVED FROM ANOTHER ATTENDANCE REPORTING UNIT IN THE SAME SCHOOL.
R02	ANY PK-12 STUDENT WHO WAS RECEIVED FROM ANOTHER SCHOOL IN THE SAME DISTRICT.
R03	ANY PK-12 STUDENT WHO UNEXPECTEDLY REENTERS A SCHOOL IN THE SAME DISTRICT AFTER WITHDRAWING OR BEING DISCHARGED.

	WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS
	*PRINCIPALS ARE REMINDED THAT THEY ARE TO MAKE AND DOCUMENT EFFORTS TO ASCERTAIN THE WHEREABOUTS OF ANY STUDENT IDENTIFIED AS A NO-SHOW (DNE).
DNE	ANY PK-12 STUDENT WHO WAS EXPECTED TO ATTEND A SCHOOL BUT DID NOT ENTER AS EXPECTED FOR UNKNOWN REASONS
WD1	STANDARD HIGH SCHOOL DIPLOMA (DEFERRED RECEIPT)
WEL	ANY ENGLISH LANGUAGE LEARNER STUDENT WHO HAS BEEN ENROLLED IN AN ESOL PROGRAM FOR LESS THAN TWO YEARS WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND A FORMATIVE ASSESSMENT IN LIEU OF THE STATEWIDE STANDARDIZED ASSESSMENT, PER SENATE BILL 1108 (2021)
WFA	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA BASED ON AN 18-CREDIT COLLEGE PREPARATORY GRADUATION OPTION AND SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT
WFB	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA BASED ON AN 18-CREDIT CAREER PREPARATORY GRADUATION OPTION AND SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT
WFT	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT. SUPERINTENDENT DIPLOMA OF DISTINCTION.
WFW	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND AN A FCAT WAIVER
WGA	ANY STUDENT IN A PERFORMANCE-BASED EXIT OPTION MODEL PROGRAM WHO PASSED THE HIGH SCHOOL EQUIVALENCY SUBJECT AREA EXAMINATIONS, SATISFIED THE STATEWIDE STANDARDIZED ASSESSMENTS THROUGH AN ALTERNATE ASSESSMENT, AND WAS AWARDED A STANDARD DIPLOMA
WGD	ANY STUDENT PARTICIPATING IN THE PERFORMANCE-BASED EXIT OPTION MODEL PROGRAM WHO PASSED THE HIGH SCHOOL EQUIVALENCY SUBJECT AREA EXAMINATIONS, BUT DID NOT PASS THE STATEWIDE STANDARDIZED ASSESSMENTS AND WAS AWARDED A STATE OF FLORIDA DIPLOMA
WPO	ANY STUDENT WHO IS WITHDRAWN FROM SCHOOL SUBSEQUENT TO RECEIVING A W07, W08, W09, OR W27 DURING THE STUDENT'S YEAR OF HIGH SCHOOL COMPLETION
WRW	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND AN ASSESSMENT WAIVER
WXL	STANDARD HIGH SCHOOL DIPLOMA (ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) OPTIONS
WXT	STANDARD HIGH SCHOOL DIPLOMA (ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) CONCORDANT AND/OR COMPARATIVE SCORE

EXHIBIT #1: Entries and Withdrawal Codes

	WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS (Continued)
WXW	STANDARD HIGH SCHOOL DIPLOMA (ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) STATEWIDE ASSESSMENT WAIVER.
W01	ANY PK-12 STUDENT PROMOTED, RETAINED OR TRANSFERRED TO ANOTHER ATTENDANCE REPORTING UNIT IN THE SAME SCHOOL.
W02	ANY PK-12 STUDENT PROMOTED, RETAINED OR TRANSFERRED TO ANOTHER SCHOOL IN THE SAME DISTRICT.
W3A	ANY PK-12 STUDENT WHO WITHDRAWS TO ATTEND A PUBLIC SCHOOL IN ANOTHER DISTRICT IN FLORIDA.
W3B	ANY PK-12 STUDENT WHO WITHDRAWS TO ATTEND ANOTHER PUBLIC SCHOOL OUT-OF-STATE.
W04	ANY PK-12 STUDENT WHO WITHDRAWS TO ATTEND A NONPUBLIC SCHOOL IN- OR OUT-OF-STATE.
W05	ANY STUDENT AGE 16 OR OLDER WHO LEAVES SCHOOL VOLUNTARILY WITH NO INTENTION OF RETURNING AND HAS FILED A FORMAL DECLARATION OF INTENT TO TERMINATE SCHOOL ENROLLMENT PER S. 1003.21, FLORIDA STATUTES.
W06	ANY STUDENT WHO GRADUATED FROM SCHOOL AND MET ALL THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA.
W6A	ANY STUDENT WHO GRADUATED FROM SCHOOL AND MET ALL THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA, BASED ON THE 18-CREDIT COLLEGE PREPARATORY GRADUATION OPTION.
W6B	ANY STUDENT WHO GRADUATED FROM SCHOOL AND MET ALL THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA, BASED ON THE 18-CREDIT CAREER PREPARATORY GRADUATION OPTION.
W07	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A SPECIAL DIPLOMA BASED ON OPTION ONE-MASTERY OF SUNSHINE STATE STANDARDS FOR SPECIAL DIPLOMA.
W08	ANY STUDENT WHO RECEIVED A CERTIFICATE OF COMPLETION.
W8A	ANY STUDENT WHO MET ALL THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA EXCEPT PASSING THE GRADUATION TEST AND RECEIVED A CERTIFICATE OF COMPLETION AND IS ELIGIBLE TO TAKE THE COLLEGE PLACEMENT TEST AND BE ADMITTED TO REMEDIAL OR CREDIT COURSES AT A STATE COMMUNITY COLLEGE AS APPROPRIATE.
W8B	ANY STUDENT WHO RECEIVED A CERTIFICATE OF COMPLETION. THE STUDENT MET THE MINIMUM CREDITS BUT DID NOT PASS THE STATE APPROVED GRADUATION TEST OR AN ALTERNATE ASSESSMENT, AND/OR DID NOT ACHIEVE THE REQUIRED GPA.
W09	ANY STUDENT WHO RECEIVED A SPECIAL CERTIFICATE OF COMPLETION.
W10	ANY STUDENT IN A PERFORMANCE-BASED EXIT OPTION MODEL PROGRAM WHO PASSED THE HIGH SCHOOL EQUIVALENCY SUBJECT AREA EXAMINATIONS AND STATEWIDE STANDARDIZED ASSESSMENT AND WAS AWARDED A STANDARD DIPLOMA.
W12	ANY PK-12 STUDENT WITHDRAWN FROM SCHOOL DUE TO DEATH.
W13	ANY PK-12 STUDENT WITHDRAWN FROM SCHOOL DUE TO COURT ACTION/PROTECTIVE SHELTER HOME.
W15	ANY PK-12 STUDENT WHO IS WITHDRAWN FROM SCHOOL DUE TO NONATTENDANCE.
W18	ANY PK-12 STUDENT WHO WITHDRAWS FROM SCHOOL DUE TO MEDICAL REASONS.
W21	ANY PK-12 STUDENT WHO IS WITHDRAWN FROM SCHOOL DUE TO BEING EXPELLED.
W22	ANY PK-12 STUDENT WHOSE WHEREABOUTS IS UNKNOWN.
W24	ANY PK-12 STUDENT WHO WITHDRAWS FROM SCHOOL TO ATTEND A HOME EDUCATION PROGRAM.
W25	ANY STUDENT UNDER THE AGE OF 6 WHO WITHDRAWS FROM SCHOOL.
W26	ANY STUDENT WHO WITHDRAWS FROM SCHOOL TO ENTER THE ADULT EDUCATION PROGRAM PRIOR TO COMPLETION OF GRADUATION REQUIREMENTS.
W27	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A SPECIAL DIPLOMA BASED ON OPTION TWO-MASTERY OF EMPLOYMENT AND COMMUNITY COMPETENCIES.
#	24 CREDIT HOLD.

EXHIBIT #2

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2023-2024 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

JULY 2023

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Legend:
- New Teachers Report
- Teacher Planning Day
- District-wide Professional Development Day
- Legal Holiday (12 month)
- Recess Day (10 month)
- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Available to opt
- a Teacher Planning Day available to opt

DAYS IN GRADING PERIOD

1 - 49	
2 - 41	
3 - 50	
4 - 40	

For information on employee opt days, please refer to the back of calendar.

EXHIBIT #3: 2023-2024 RELIGIOUS HOLIDAYS CALENDAR

DAY	DATE	RELIGIOUS GROUP	HOLIDAY
Monday	July 10, 2023	Baha'i	Martyrdom of the Báb
Wednesday	July 19, 2023	*Islamic	Al-Hijra (Islamic New Year)
Friday	July 28, 2023	*Islamic	Ashura
Tuesday	September 12, 2023	Rastafarian	Ethiopian New Year
Thursday	September 14, 2023	Greek Orthodox	Exaltation of the Cross
Monday	October 16, 2023	Baha'i	Birth of the Báb
Tuesday	October 17, 2023	Baha'i	Birth of Bahá'u'lláh
Thursday	November 2, 2023	Rastafarian	Coronation of Emperor Haile Selassie I
Tuesday	November 28, 2023	Baha'i	Ascension of Abdu'l-Bahá
Friday	December 8, 2023	Jewish	Hanukkah (1st Day)
Thursday	January 25, 2024	Jewish	Tu BiShvat
Friday	February 2, 2024	Greek Orthodox	Presentation of the Lord
Monday	March 11, 2024	*Islamic	1st of Ramadan
Thursday	March 21, 2024	Baha'i	Naw-Rúz (Bahá'i New Year)
Monday	April 1, 2024	*Islamic	Martyrdom of Imam Ali
Tuesday - Wednesday	April 23-24, 2024	Jewish	Pesach (First 2 days of Passover)
Monday - Tuesday	April 29-30, 2024	Jewish	Pesach (Last 2 days of Passover)
Monday	April 29, 2024	Baha'i	Ninth Day of Ridván
Thursday	May 2, 2024	Baha'i / Greek Orthodox	Twelfth Day of Ridván / Holy Thursday
Friday	May 3, 2024	Greek Orthodox	Holy (Good) Friday
Monday	May 6, 2024	Jewish	Yom HaShoah
Friday	May 24, 2024	Baha'i	Declaration of the Báb
Wednesday	May 29, 2024	Baha'i	Ascension of Bahá'u'lláh

Listed below are additional dates that may affect personnel attendance.

DAY	DATE	RELIGIOUS GROUP	HOLIDAY
Tuesday	August 15, 2023	Greek Orthodox	Dormition of the Holy Virgin
Monday	September 25, 2023	Jewish	Yom Kippur
Wednesday	April 10, 2024	*Islamic	Eid al-Fitr (End of Ramadan)
Wednesday - Thursday	June 12-13, 2024	Jewish	Shavuot
Monday	June 17, 2024	*Islamic	Eid al-Adha

*Note: Islamic Holidays may vary one to two days due to their calendar being based on the lunar cycle.

EXHIBIT #4: 2023-2024 PRINCIPAL'S ATTENDANCE REPORT CALENDAR

RPT. NO.	BEGINNING DATE	ENDING DATE	NO. DAYS ATT.	HOLIDAYS OR DAYS STUDENTS NOT PRESENT	RUN DATE	ONLINE PRINCIPAL'S CERTIFICATION OF ATTENDANCE NO LATER THAN
				FOR SCHOOLS OPERATING 180 DAYS		
1	August 17, 2023	October 26, 2023	49	2 - September 4, 25, 2023	October 26, 2023	**November 3, 2023**
2	October 30, 2023	January 18, 2024	41	18 - November 10, 20, 21, 22, 23, 24, 2023 December 22, 2023 – January 5, 2024 January 15, 2024	January 18, 2024	**January 26, 2024**
3	January 22, 2024	April 9, 2024	50	7 - February 19, 2024 March 22 –29, 2024	April 9, 2024	**April 17, 2024**
4	April 11, 2024	June 6, 2024	40	1 - May 27, 2024	June 6, 2024	**June 14, 2024**

NOTE: END OF YEAR CERTIFICATION MUST BE COMPLETED AT THE SAME TIME AS THE FOURTH REPORT CERTIFICATION.

NOTE: SUMMER DATES TO BE ANNOUNCED.
SUMMER SCHOOL CERTIFICATION MUST BE COMPLETED PRIOR TO THE ESTABLISHED ROLLOVER DATE.

EXHIBIT #5: Sample Returned Certified Letter

Sample of U.S. Postal Service
Certified Mail Receipt and
Domestic Return Receipt Card

EXHIBIT #6: Resources Available to Monitor Excessive Absences

Employee Portal Applications

"Apps | Services | Sites" tab:
- ✓ **File Download Manager**
  Allow school staff to download student data from different sources.

- ✓ **Dashboard**
  The attendance data is updated daily and allows for the monitoring of individual students' attendance by Region and School Location.

"Reports" tab:
- ✓ **Attendance** category:
  Students with 6-14 Absences
  15 or More Absences Cumulative Count

Gradebook

- ✓ **Attendance List**
  Students with the number of attendance codes.

- ✓ **Daily Reason Attendance List**
  Display the attendance types and the total number of occurrences in a date range for each student.

- ✓ **Daily Student Attendance Report by Period**
  Display the attendance infraction by period.

Control-D Reports (via Intranet)

- ✓ **Students with 3 or more Consecutive Absences** (Product **#T0525E93-01**)
  The attendance data is updated daily and display students with 3 or more absences.

- ✓ **Active Students with 15 or More Unexcused Absences in a 90 Day Period** (Product **#T0535E0101**).
  Identifies students that meets the Truancy criteria and indicates if a truancy packet has been submitted. Report runs every Friday beginning in October

EXHIBIT #7 SAMPLE EMERGENCY STUDENT DATA FORM

EMERGENCY STUDENT DATA FORM

School No./Name _____   I.D. No. _____   Grade _____   Section _____

Student's Last Name _____   APP _____   First Name _____   Middle Name _____

Address _____

Main contact phone number to be used for emergencies and automated messaging: _____

Registering Parent/Guardian's Name _____   Relation _____   Place of Employment _____

Telephone _____   Cellphone _____   Email _____

Non-Registering Parent/Guardian's Name _____   Relation _____   Place of Employment _____

Telephone _____   Cellphone _____   Email _____

Is either parent in the Military? Yes _____ No _____   Branch _____

Kindergarten Only: Was the child in pre-school or child care? Yes _____ No _____

Was the full cost paid by you? Yes _____ No _____   What type? Headstart _____ ESE _____ Migrant _____ Other _____ Unknown _____

EMERGENCY CONTACT INFORMATION: I authorize the school district to provide or secure any necessary emergency care for my child. It is the parent's legal responsibility to assume medical and transportation expenses for your child. In the event that parents of child cannot be reached, provide contact information below of two persons, by order of priority.

(Name) _____   _(Relation to Student)_ _____   _(Address)_ _____   _(Phone at Work)_ _____

(Name) _____   _(Relation to Student)_ _____   _(Address)_ _____   _(Phone at Work)_ _____

Family Doctor _____   _Phone_ _____   _Preference of Hospital_ _____   _Phone_ _____

Student health/allergy data which should be known in an emergency: _____

AUTHORIZATION FOR RELEASE OF STUDENTS FROM SCHOOL: Please provide the names of persons authorized <u>or</u> not authorized to take your child from school during the school day. Note that persons listed as emergency contacts are not authorized to pick up your child, unless listed in this section. Any person verified as a parent above and in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated.

Authorized: _____

Authorized: _____

Not authorized: _____

Not authorized: _____

IT IS THE PARENT'S RESPONSIBILITY to inform the school in person of any changes in the information listed on this form. Under penalties of perjury, I declare that I have read the foregoing [document] and that the facts stated in it are true.

Date: _____   Printed Registering Parent/Guardian's Name _____

Registering Parent/Guardian's Signature _____

Parents/guardians have the right to review the professional qualifications of their child's classroom teacher(s) including the licensing status, degree major, graduate degree(s) and the field of certification. This "right to know", available from your child's school, includes whether your child is receiving services provided by paraprofessionals and, if so, their qualifications.

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree under Fla. Stat § 837.06, or whoever makes a false verified declaration is guilty of the crime of perjury, a felony of the third degree, under Fla. Stat. § 95.525, which are punishable as provided in Fla. Stat., §§ 775.082, 775.083 and 775.084.

The name of any individual who is authorized or unauthorized by the registering parent to pick up a student from school must be contained on the Emergency Student Data Form for that student to be released to the individual by school staff (See Fla. Stat. 1000.21(5) and Policy 0100 for definitions of "parent"). The school shall abide by the information provided on the Emergency Student Data Form. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or parenting matters. Any parent contesting the information provided in the Emergency Student Data Form by another parent may seek assistance from the court governing their parenting matters to compel the registering parent to revise the information. School staff shall provide such persons with the website for the Family Court Self-Help Program at http://www.jud11.flcourts.org/Family-Court-Self-Help-Program. Parents may also agree to change the registering parent and submit an *Agreement to Change Registering Parent Form* **(FM-7600)** at any time.

FM-2733E Rev. (07-22)

EXHIBIT #8: RELATED FLORIDA STATUTES, STATE AND SCHOOL BOARD POLICIES

Board Policies

- [5200](#)   Attendance

- [5215](#)   Missing and Absent Children

- [5223](#)   Absences for Religious Instruction

- [5225](#)   Absences for Religious Holidays

- [5230](#)   Late Arrival and Early Dismissal

Chapters, Florida State Statutes

- [1003.21](#)   School Attendance

- [1003.23](#)   Attendance Records and Reports

- [1003.24](#)   Parents Responsible for Attendance of Children; Attendance Policy

- [1001.53](#)   District School Superintendent Responsible for Enforcement of Attendance

- [1003.26](#)   Enforcement of School Attendance

- [1003.27](#)   Court Procedures and Penalties

State Board Policies

- [6A-1](#)   Finance and Administration

- [6A-1.044](#)   Pupil Attendance Records

Note: These statutes are subject to change based on legislative decisions.

EXHIBIT #9: FASCO CONTACTS

Should you require additional information regarding attendance reporting, please email for assistance:

Reva A. Vangates, Administrative Director

Lynae Richardson-Hall, District Supervisor   lrichardson@dadeschools.net
Student Funding
Mara Ugando, Coordinator Student Transfer   mugando@dadeschools.net

Ana Leon, Foreign Student Adviser   aleon@dadeschools.net

    Dulce Castro   097586@dadeschools.net

    Ana Echevarria   AnaEchevarria@dadeschools.net

    Lynn Finch   287528@dadeschools.net

    Anne M. Florence   AFlorence@dadeschools.net

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    Regina Johnson   ReginaCJohnson@dadeschools.net

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    Xenia Reyes   325177@dadeschools.net

    Fawne Ryan   RyanFawne@dadeschool.net

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We Can Help