

Updated 08/25/2021

Miami-Dade County Public Schools

STUDENT ATTENDANCE REPORTING PROCEDURES 2021-2022

Federal and State Compliance Office

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

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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 2021-2022 school year begins on Monday, August 23rd. 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 2021-2022 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 following 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 one or more 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.

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 Request Withdrawal of Student W-22 Form (FM 7633) signed by Principal to the Federal and State Compliance Office via Ivanti Service Manager (ISM), 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 Request Withdrawal of Student W-22 Form (FM 7633) signed by the Principal to the Federal and State Compliance Office via Ivanti Service Manager (ISM), 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 a copy of the Student Case Management (SCM) screen from DSIS indicating excessive unexcused absences. 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 Request Withdrawal of Student W-22 Form (FM 7633) signed by Principal to the Federal and State Compliance Office via Ivanti Service Manager (ISM), 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 parent who enrolls the student and completed 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 Monday, August 23rd, 2021, 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.

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

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 divorce, separation, 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 [XXXXattendance@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.

▪ 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	Period 00 or 01 Block Schedule 01 and 02
<i>Alternative/Special Ed. Centers</i>	<i>Will vary based on the grade configurations</i>

- 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 (E) 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.**
 - b. **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. (Only once per school day)**

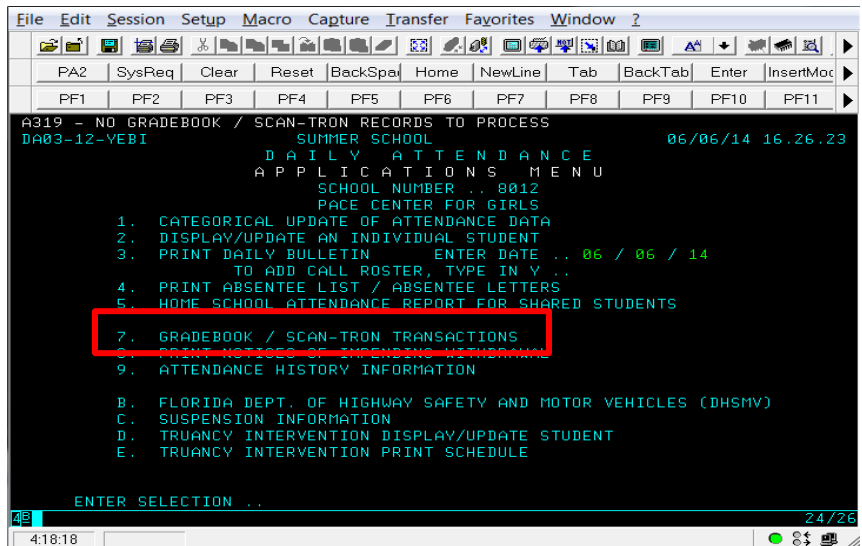
a. The Attendance Manager will export daily the attendance no later than:

▪ 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 (DSIS)**

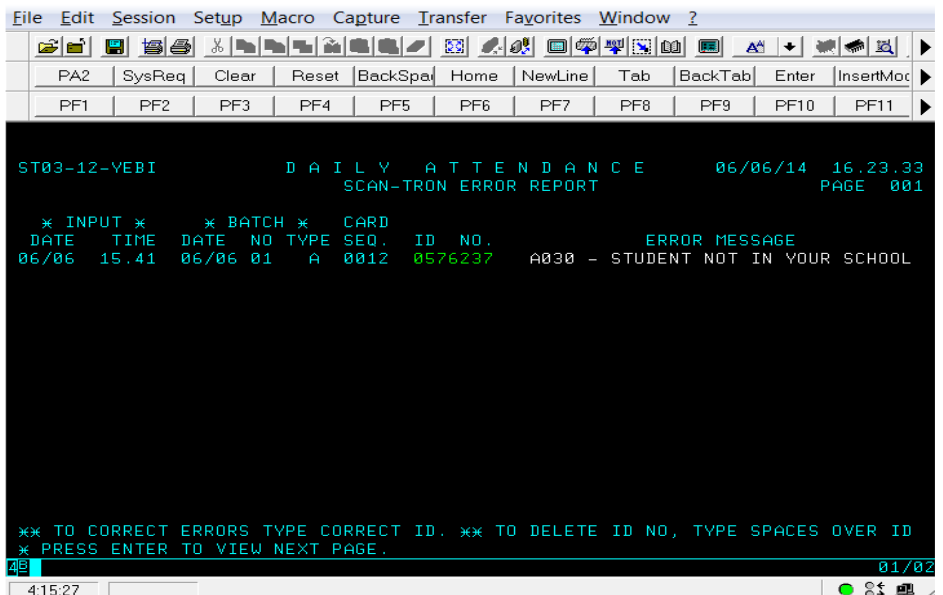
Prior to 1:00 p.m. schools must edit and approve the batch file in DSIS using the Gradebook /Scantron Transactions as follows:

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.

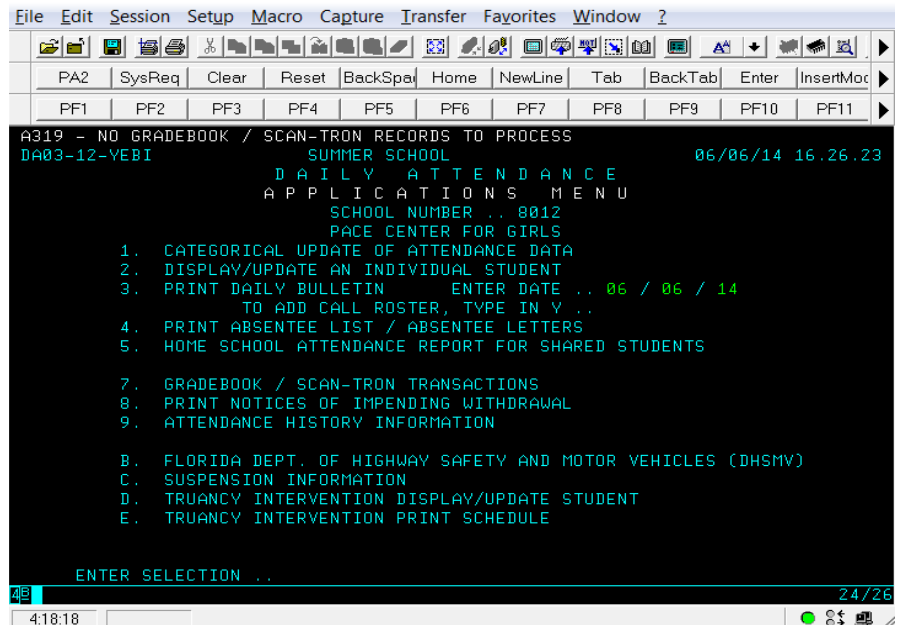


Access to Selection 7 will only be available if there are still errors/conflicts that need correction.

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.



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 STUDENT 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: TEACHER/ATTENDANCE MANAGER

The No Show period for the 2021-2022 school year begins **Monday, August 23, 2021**, and will end **Friday, September 3, 2021 (10 days)**.

- **Students that are registered but do not appear in school on the first day (August 23) 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 23 – September 3, 2021).**
- 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 on the first day of school, 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, September 3, 2021, for each day the student does not enter school for the first time.
- Beginning Wednesday, September 8 (No School on Labor Day, September 6 and September 7, Teacher Planning Day), 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. [Refer to page 35 for detailed steps.](#)
- In the Attendance Editor, click the **Export** button to transmit attendance from **Gradebook to DSIS**.
- The Official Daily School Attendance must be exported from the Gradebook to DSIS per the schedule below starting on Monday, August 23, 2021, **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 PM. DO NOT DELAY RUNNING THIS BULLETIN TO ENTER NEW STUDENTS INTO DSIS.

- **Student Entry During No Show Window: August 23 – September 3, 2021**
 - **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.
 - **Gradebook Action** – The Teacher will enter Attendance Code **ENT** on the first day the student attends class.
- **No Show Processing**
 - On Friday, **September 3**, ITS will automatically withdraw all No Show students that have not appeared with withdrawal code “**DNE**” and the effective date of **08/23/2021**.
 - Until the No Shows are removed, the students will appear on all reports.
- **Printing a Gradebook, No Show Report**
 - 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 17, 2022**, at that time Gradebook will be inactivated and the 2021-2022 school year data will be archived.

ATTENDANCE FOR STUDENTS IN QUARANTINE/ "STAY-HOME" ORDER

A Daily Attendance SPECIAL NOTES code has been created to be used with students under quarantine/stay-home order: Special Notes: Legend- #8 Health Alert/Quarantine.

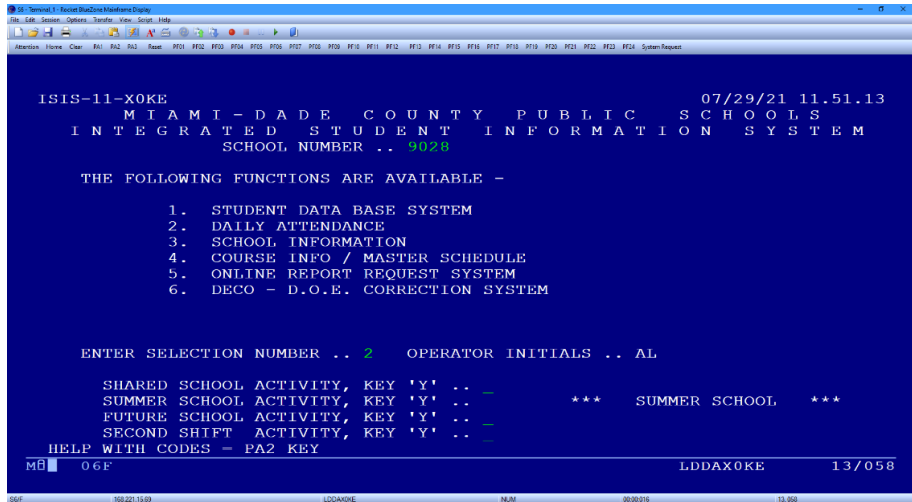
This code must only be used with students who have a stay-home directive, are under a quarantine order or are not physically present in school due to contact with, or the asymptomatic contraction of COVID-19. This code is not to be used for students who self-quarantine or are absent due to illness.

Where an asymptomatic student is under a stay-home directive, the student may only be considered in attendance if the following criteria are met: (a) The school has adopted procedures to continue the education of the student during the stay-home directive; (b) These procedures rely upon continuing the student's access to assignments and curriculum they would be receiving were they physically present in school; and (c) Instructional

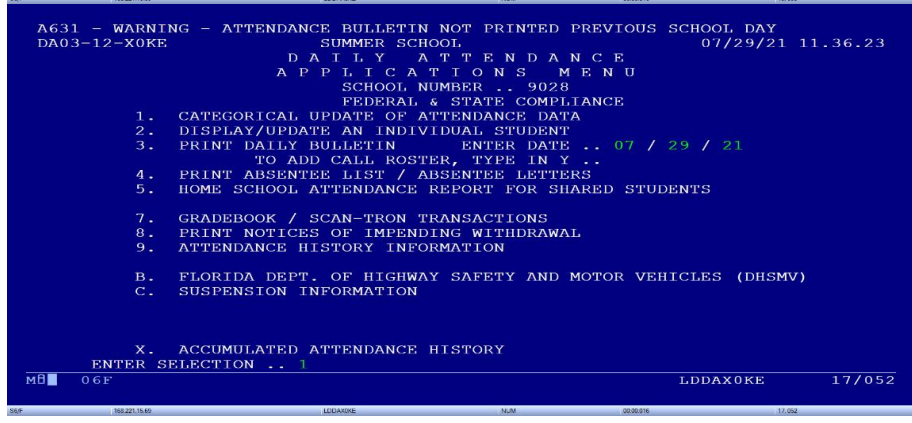
personnel or administrative personnel must be available to assist the student with assignments and curriculum during the stay-home directive.

See below for detailed instructions on entering attendance for students under quarantine/stay-home order in DSIS:

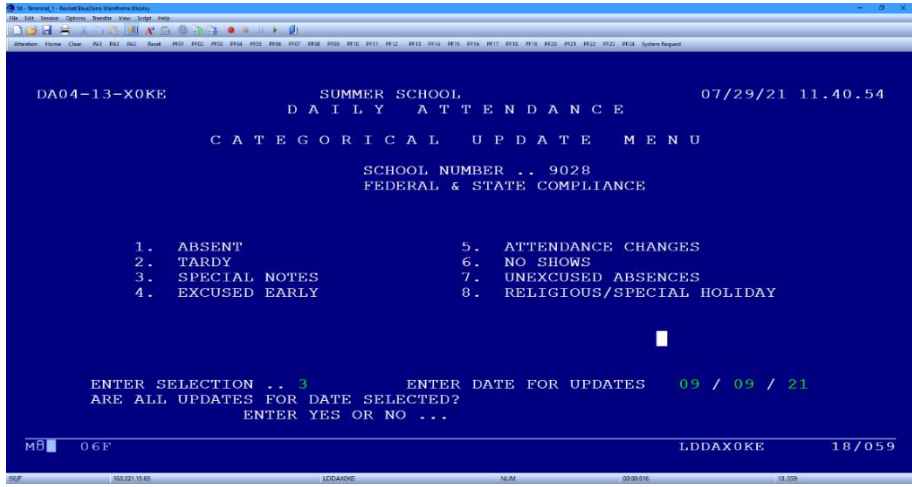
Daily Attendance (#2)



Categorical Update of Attendance Data (#1)



Special Notes (#3)



ATTENDANCE FOR STUDENT SUCCESS CENTER PROGRAM

All students 11 years old and over who display behavior as described in the [Roadmap to Progressive Discipline](#) are eligible for the Student Success Center (SSC) Program.

- The Student Success Center (SSC) coordinator will contact the attendance clerk at the sending school daily prior to 10:00 AM to verify that the student is in attendance. **Attendance for the students present at the SSC site will be recorded as follow:**

Gradebook - the Attendance Manager should mark the student with an “S” (Special Note) on DAILY (school attendance) and must enter a comment indicating that the student is attending the SSC. The teachers should mark the student with “S”.

DSIS - the Attendance Manager should mark the student with a “+” attendance screen (PF7) to denote that a student is present at the SSC site.

If the student is absent from the Student Success Center the student's attendance for only that day will be marked in gradebook and DSIS as a U “Unexcused Absence.”

ATTENDANCE FOR STUDENTS IN THE PATHWAYS PROGRAM

Students in grades 6-12 that commit the most serious infractions of the Code of Student Conduct (Levels IV and V) may be recommended for expulsion and will be placed in the Pathways Program during the period of time which would have traditionally resulted in a ten (10) day outdoor suspension during the expulsion process. Students will receive academic support, in-house counseling services and receive wrap-around services from community agencies.

- The Pathways coordinator will contact the attendance clerk at the sending school daily prior to 10:00 AM to verify that the student is in attendance. **Attendance for the students present at the Pathway site will be recorded as follow:**

Gradebook - the Attendance Manager should mark the student with an “S” (Special Note) on DAILY (school attendance) and must enter a comment indicating that the student is attending the Pathway. The teachers should mark the student with “S”.

DSIS – the Attendance Manager should mark the student with a “S” attendance screen (PF7) to denote that a student is present at the Pathway site.

If the student is absent from the Pathways the student's attendance for that day should only be marked in gradebook and DSIS as a U “Unexcused Absence.”

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 2021-2022 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. (This code should not be used)
- 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 five 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).
- 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.
- Certifying Attendance.

Principal's Report on Attendance

The "Principal's Report on Attendance" will be available in Control D following the last day of each reporting 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 2021-2022 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 to maintain 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 (1 st week of school)
S	Quarantine/Stay-Home Order, Field trips, or Student Success Center Program

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)**



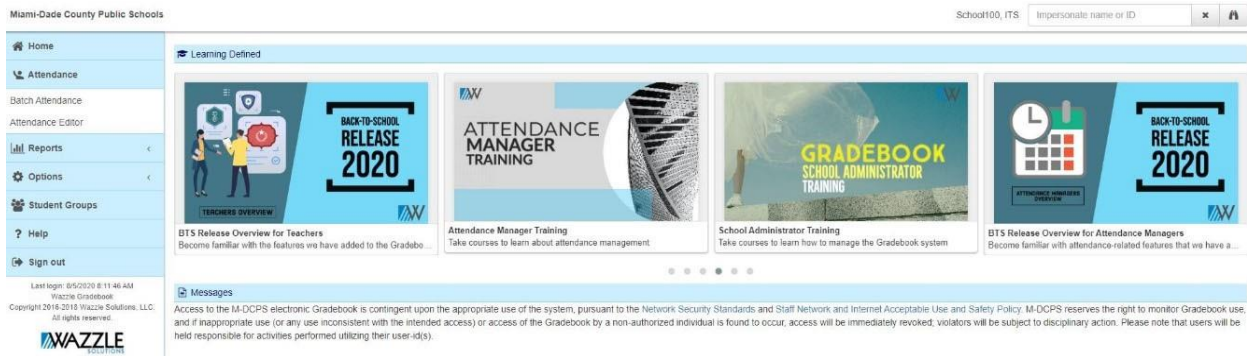
- ▼ Log on to Gradebook (Pinnacle) Application
- ▼ Type your Username:
Employee number
- ▼ Type your Password:
Network Password



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 class attendance for many students at a time.

Attendance Editor: will allow you to change the Daily (ODSA) for students

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

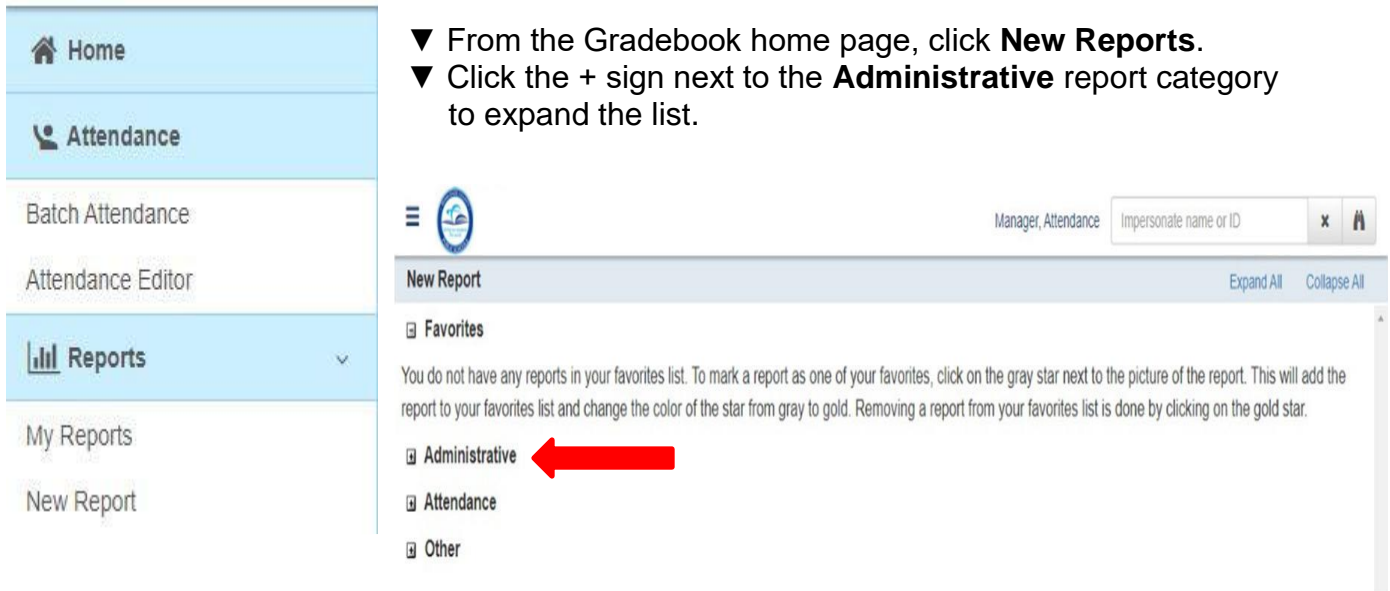
Students Groups: allows a user to create, change and delete groups of students for attendance recording and tracking purposes.

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.

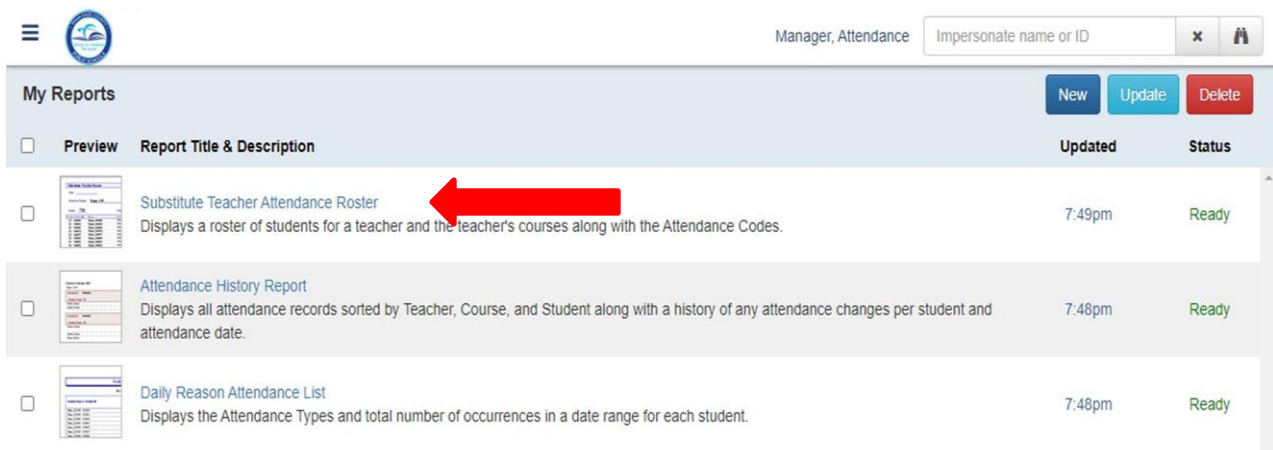
To print the Substitute Teacher Attendance Roster in Gradebook:






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

The screenshot shows the Gradebook interface. On the left is a navigation menu with 'Home', 'Attendance', 'Batch Attendance', 'Attendance Editor', 'Reports', 'My Reports', and 'New Report'. The 'Reports' section is expanded, showing a 'New Report' header with 'Expand All' and 'Collapse All' buttons. Below this is a 'Favorites' section with a message: 'You do not have any reports in your favorites list. To mark a report as one of your favorites, click on the gray star next to the picture of the report. This will add the report to your favorites list and change the color of the star from gray to gold. Removing a report from your favorites list is done by clicking on the gold star.' Below the message are four report categories: 'Administrative', 'Attendance', and 'Other'. A red arrow points to the 'Administrative' category.

- ▼ 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.



The screenshot shows the 'My Reports' section of the Gradebook interface. At the top right, there are buttons for 'New', 'Update', and 'Delete'. Below these is a table with columns for 'Preview', 'Report Title & Description', 'Updated', and 'Status'. The table contains three reports:

Preview	Report Title & Description	Updated	Status
	Substitute Teacher Attendance Roster Displays a roster of students for a teacher and the teacher's courses along with the Attendance Codes.	7:49pm	Ready
	Attendance History Report Displays all attendance records sorted by Teacher, Course, and Student along with a history of any attendance changes per student and attendance date.	7:48pm	Ready
	Daily Reason Attendance List Displays the Attendance Types and total number of occurrences in a date range for each student.	7:48pm	Ready

A red arrow points to the 'Substitute Teacher Attendance Roster' report 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.

Miami-Dade County Public Schools

School100, ITS

Pierre, Beatriz (00061533)

Home Attendance Batch Attendance Attendance Editor Reports Options Student Groups Help Sign out

Messages

Access to the M-DCPS electronic Gradebook is contingent upon the appropriate use of the system, pursuant to the Network Security Standards and Staff Network and Internet Acceptable Use and Safety Policy, M-DCPS reserves the right to monitor Gradebook use, and if inappropriate use (or any use inconsistent with the intended access) or access of the Gradebook by a non-authorized individual is found to occur, access will be immediately revoked; violators will be subject to disciplinary action. Please note that users will be held responsible for activities performed utilizing their user-id(s).

You can also use the Advanced Search

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

Miami-Dade County Public Schools

School100, ITS Ford, Karla (00043494)

Home Attendance Batch Attendance Attendance Editor Quick Attendance Attendance Grid Seating Chart

By Teacher 0 By Admin 0

Messages

Access to the M-DCPS electronic Gradebook is contingent upon the appropriate use of the system, pursuant to the Network Security Standards and Staff Network and Internet Acceptable Use and Safety Policy, M-DCPS reserves the right to monitor Gradebook use, and if inappropriate use (or any use inconsistent with the intended access) or access of the Gradebook by a non-authorized individual is found to occur, access will be immediately revoked; violators will be subject to disciplinary action. Please note that users will be held responsible for activities performed utilizing their user-id(s).

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

Manager, Attendance Batista, Luke (1090)

Home Attendance Grid Seating Chart Reports

02-PERS x 04-PERS x 06-ACTING 4 HON x 06-AP MUS THEORY x 07-Band x +

< 07/27/2020 > All Present

Name	Day	Timeslot 2	Dismiss	Arrive	Comment
1 Aguilar, Virgil A.		U A T TU ENT WD			
2 Armas, Gaylord A.		U A T TU ENT WD			
3 Arndt, Mikel F.		U A T TU ENT WD			
4 Boatwright, Mathilde S.		U A T TU ENT WD			
5 Call, Elenor D.		U A T TU ENT WD			
6 Custis, Alex E.		U A T TU ENT WD			
7 Derringer, Leonarda K.		U A T TU ENT WD			
8 Focht, Carmine G.		U A T TU ENT WD			
9 Hayashi, Albina J.		U A T TU ENT WD			
10 Hummel, Frankie G.		U A T TU ENT WD			

- ▼ 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.

Name	Day	Timeslot 2	Dismiss	Arrive	Comment
1 Aguilar, Virgil A.		U A T TU ENT WD			
2 Armas, Gaylord A.		U A T TU ENT WD			
3 Arndt, Mikel F.		U A T TU ENT WD			
4 Boatwright, Mathilde S.	U	A T TU ENT WD			
5 Cali, Elenor D.		U A T TU ENT WD			
6 Custis, Alex E.		U A T TU ENT WD			
7 Derringer, Leonarda K.		U A T TU ENT WD			
8 Focht, Carmine G.		U A T TU ENT WD			
9 Hayashi, Albina J.		U A T TU ENT WD			
10 Hummel, Frankie G.		U A T TU ENT WD			
11 Licon, Gita S.	T	U A T TU ENT WD		9:02 AM	Dr. Appointment - w/note
12 Lovelady, Andrea G.		U A T TU ENT WD			
13 McCasland, Eida E.		U A T TU ENT WD			
14 Quinones, Casey O.		U A T TU ENT WD			
15 Reichert, Pierre N.	U	A T TU ENT WD			

- ▼ 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.

11 Licon, Gita S.	T	U A T TU ENT WD		9:02 AM	Dr. Appointment - w/note
12 Lovelady, Andrea G.		U A T TU ENT WD			
13 McCasland, Eida E.		U A T TU ENT WD			
14 Quinones, Casey O.		U A T TU ENT WD			
15 Reichert, Pierre N.	U	A T TU ENT WD			

- ▼ 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.

All Present

If there is a padlock icon displayed on the class tab, this means that the date has been locked or 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.

02-PERS × 04-PERS × 06-ACTING 4 HON × 06-AP MUS					07/27/2020							4th Quarter								
Name (Last, First)	7/10 Fri	7/13 Mon	7/14 Tue	7/15 Wed	Sun	Mon	Tue	Wed	Thu	Fri	Sat	7/23 Thu	7/24 Fri	7/27 Mon	7/28 Tue	7/29 Wed	7/30 Thu	7/31 Fri	A	T
1 Baisden, Michel K.					28	29	30	1	2	3	4									
2 Blackman, Angelic D.																			2	-
3 Bucholz, Ned G.					5	6	7	8	9	10	11									
4 Cagle, Jamel F.					12	13	14	15	16	17	18									
5 Camacho, Waylon C.					19	20	21	22	23	24	25								3	-
6 Deem, Lashon M.					26															
7 Dunnam, Ralph J.			S																	
8 Eckenrode, Otis F.																				
9 Endsley, Mirian S.																				
10 Enger, Delcie M.																				
11 Engstrom, Elwood S.																			2	-
12 Estabrook, Chad W.																				

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.

7/29 Wed	7/30 Thu	7/31 Fri	4th 9-Weeks
			Subject Grade
			1st 9-Weeks
			2nd 9-Weeks
			3rd 9-Weeks
			4th 9-Weeks

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.

	A		
			Note from dr.


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.

9/13 ✓ Fri	9/16 ✓ Mon	9/17 ✓ Tue	9/18 ✓ Wed	9/19 ✓ Thu	9/20 ✓ Fri	9/23 ✓ Mon	9/24 ✓ Tue	9/25 ✓ Wed	9/26 ✓ Thu	9/27 ✓ Fri
---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------

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.

4/29 🔒 Wed	4/30 🔒 Thu	5/1 🔒 Fri
---------------	---------------	--------------

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



2/13 ✓ Thu	2/14 ✓ Fri	2/17 🔒 Mon	2/18 ✓ Tue	2/19 ✓ Wed	2/20 ✓ Thu	2/21 ✓ Fri	2/24 ✓ Mon	2/25 ✓ Tue
J							U	U
				U				
				U				
J				U				U

Updating Daily Code

Attendance Editor

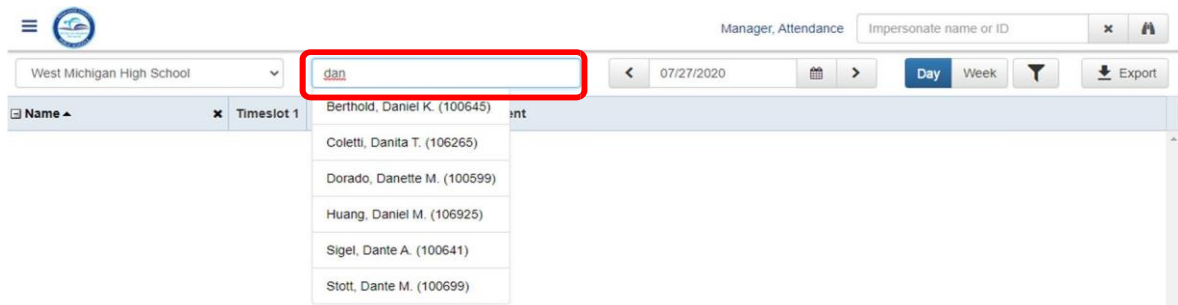
The **Attendance Editor** feature is used to manage attendance one student at a time to update the Daily Code for past, current, or future attendance.

Examples of when to use Attendance Editor:

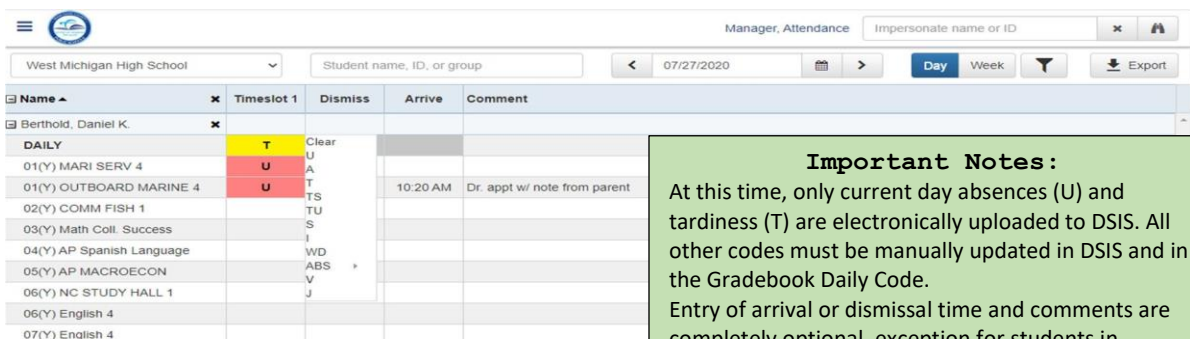
- Student arrives to school late
- Student checks out early
- Indoor/Outdoor suspension
- Religious Holiday
- Special Note (Quarantine/Stay-Home Order, Field trips, or Student Success Center Program)

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, exception for students in quarantine/stay-home order, comments are required.

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:

- Quarantine/Stay-Home Order for a few students or group
- 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.

For example, for quarantined/stay-home ordered students use CODE Special note: Legend #8 Health Alert / Quarantine, and under comment enter UNDER QUARANTINE/STAY-HOME ORDER.

▼ Click **Mark Attendance for Students**

The screenshot shows the 'Batch Attendance' interface in the Pinnacle Gradebook. At the top right, there is a navigation menu with 'Home' and 'Attendance' (selected). Below 'Attendance' are links for 'Batch Attendance' and 'Attendance Editor'. The main interface is titled 'Manager Attendance' and includes a search box for 'Impersonate name or ID'. The interface is divided into several sections: 'Date Range' with 'Start date' and 'End date' fields (both set to 07/27/2020); 'Students' with a 'School' dropdown (set to 'West Michigan High School') and search options; 'Hours' with a 'Hour' dropdown (set to 'DAILY') and a 'Select All' button; 'Arrive time' and 'Dismiss time' fields; and 'Attendance' with a 'Code' dropdown (set to 'A - Excused Absence') and a 'Comment' field. At the bottom, there are buttons for 'Mark Attendance for Students' and 'Clear Selections'.

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**

The screenshot shows the Attendance Editor interface for West Michigan High School. The date is 07/27/2020. The filter dropdown menu is open, showing the following options:

- Absent Unexcused
 - Unexcused Absence
 - Absent
- Absent Excused
 - Excused Absence
 - ISS
 - Vacation
- Tardy Excused
 - Tardy Excused
- Tardy
 - School Related Tardy
- Tardy Unexcused
 - Unexcused Tardy
 - Withdrawn
- Other
 - Entered - Day 1
- Invalid Attendance Entries

An "Apply Filter" button is located at the bottom of the dropdown menu.

Update the Daily Code for any quired student

The screenshot shows the Attendance Editor interface for West Michigan High School. The date is 07/27/2020. The filter dropdown menu is open, showing the following options:

- Absent Unexcused
 - Unexcused Absence
 - Absent
- Absent Excused
 - Excused Absence
 - ISS
 - Vacation
- Tardy Excused
 - Tardy Excused
- Tardy
 - School Related Tardy
- Tardy Unexcused
 - Unexcused Tardy
 - Withdrawn
- Other
 - Entered - Day 1
- Invalid Attendance Entries

An "Apply Filter" button is located at the bottom of the dropdown menu.

Name	Timeslot	Dismiss	Arrive	Comment
Berthold, Daniel K.	x			
DAILY	T			
01(Y) MARI SERV 4	U			
01(Y) OUTBOARD MARINE 4	U		10:20 AM	Dr. appt w/ir note from parent
02(Y) COMM FISH 1				
03(Y) Math Coll. Success				
04(Y) AP Spanish Language				
05(Y) AP MACROECON				
06(Y) NC STUDY HALL 1				
06(Y) English 4				
07(Y) English 4				
Reichert, Pierre N.	x			
DAILY	U			
01(Y) CERAMPOT 1	U			
01(Y) GEO	A			
02(Y) PERS	T			
03(Y) ERTH/SPA SCI	TS			
04(Y) WORLD CLTRL GEOG	TU			
05(Y) English 1	F			
06(Y) CULINARY ARTS 1	W			
07(Y) Honors Geography	WD			
07(Y) DRAW 1	V			

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.

The screenshot shows a web application interface for managing attendance. At the top, there is a navigation bar with a menu icon, a school logo, and the text "Manager, Attendance". Below this is a search bar for "Student name, ID, or group" and a date selector set to "07/27/2020". The main area displays a grid of attendance records for various students. A popup window titled "Attendance History" is open, showing details for the student "Boatwright, Mathilde S." on the date "07/27/2020".

Attendance History Details:

- Teacher Name: Batista, Luke G.
- School Name: West Michigan High School
- Room No.:
- Course/Section: 0500500A/2
- Class Title: 02(Y) PERS
- Student Name: Boatwright, Mathilde S.

Attendance History Table:

Date	Timeslot	Attendance	Comment	Modified by
07/27/2020 20:35:56	DAILY	2	A	Doctor's appointment - mother s
07/27/2020 20:35:27	01(Y) Algebra 1	2	A	
07/27/2020 20:28:19	02(Y) PERS	2	U	

Reports

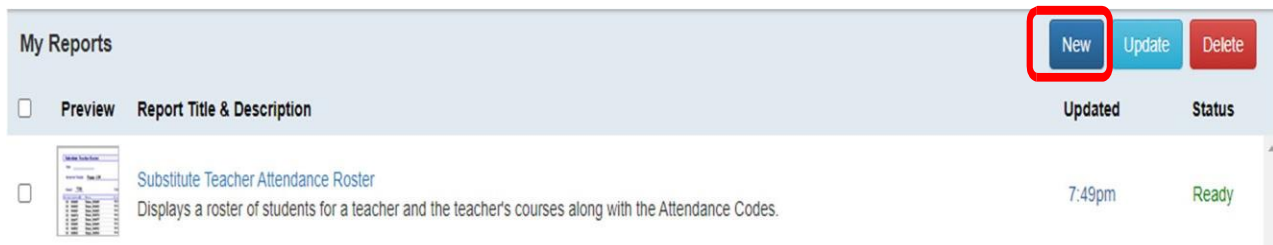
There are several reports available from the Pinnacle Gradebook application on school, class, and student attendance, as well as schedules and tracking the taking of attendance from the teachers. All **Reports** may be accessed from the Home Page.

▼ 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  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.

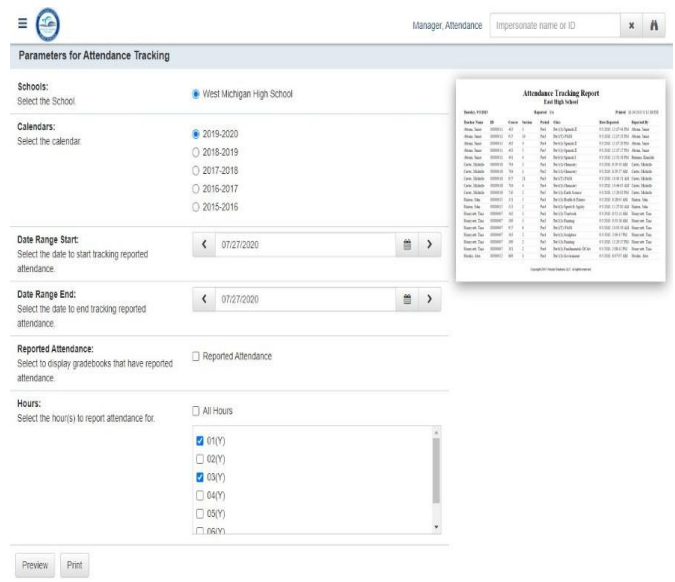
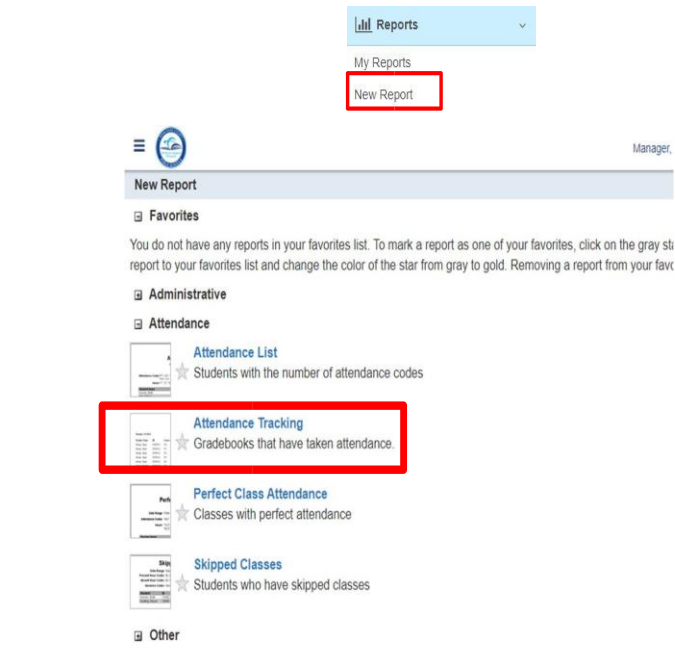
Attendance Tracking Report

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.

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



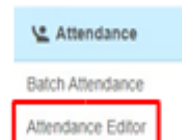
Miami-Dade County Public Schools

Username

Password

Sign In

[Forgot Password?](#)




6. From the Gradebook home page, click the **Attendance Editor**
7. In the Attendance Editor, click the **Export** button (see **Important Notes** below)

A screenshot of the Attendance Editor interface. The top navigation bar includes a menu icon, a logo, and the text "Manager, Attendance" next to an "Impersonate name or ID" field. Below this, there is a dropdown menu for "West Michigan High School", a search field for "Student name, ID, or group", and a date selector for "07/27/2020". The "Day" and "Week" view buttons are visible, along with a filter icon. The "Export" button, represented by a download icon and the text "Export", is highlighted with a red rectangular box. Below the navigation bar is a table header with columns: "Name", "Timeslot 1", "Dismiss", "Arrive", and "Comment".

If you support more than 1 school, select another school from the **School** drop list and click the **Export** button again.

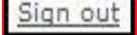
Important Notes:


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

- 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  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:



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., quarantine/stay-home order, field trip, assembly, etc.)	0	All Teachers / Attendance Manager
E	Excused Early	0	Attendance Manager – Daily Reason only
I	Indoor Suspension	0	Attendance Manager – Daily Reason only
O	Outdoor Suspension	1	Attendance Manager – Daily Reason only
M	Tardy and Excused Early	0	Attendance Manager – Daily Reason only
X	Special Holiday	0	Attendance Manager – Daily Reason 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.

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, 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.

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.

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
 - 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 home school location number visit the M-DCPS School Directory page [CLICK HERE](#).
 - 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.
 - 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, 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.

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.

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)
WCO	ANY STUDENT THAT DID NOT MEET THE ASSESSMENT REQUIREMENT BUT HAVE BEEN EXEMPTED DUE TO COVID-19. STANDARD DIPLOMA, ASSESSMENT WAIVED AS PER EMERGENCY ORDER FOR 2020 AND 2021 GRADUATES.
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 GED EXIT OPTION MODEL WHO PASSED THE GED TESTS, SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT, AND WAS AWARDED A STANDARD DIPLOMA
WGD	ANY STUDENT PARTICIPATING IN THE GED EXIT OPTION MODEL WHO PASSED THE GED TESTS, BUT DID NOT PASS THE GRADUATION TEST 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 (Continued)

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 GED EXIT OPTION MODEL WHO PASSED THE GED TESTS AND THE GRADUATION TEST 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 2021-2022 SCHOOL CALENDAR ELEMENTARY AND SECONDARY



July 2021				
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	30

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	¹ 11	² 12	³ 13
^o 16	^o 17	18	19	20
23	24	25	26	27
30	31			

September 2021				
M	T	W	T	F
		1	2	3
8	^a 7	8	9	10
13	14	15	^b 16	17
20	21	22	23	24
27	28	29	30	

October 2021				
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

November 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	^a 24	25	26
29	30			

December 2021				
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

January 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	^a 21
24	25	26	27	28
31				

February 2022				
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				

March 2022				
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	

April 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	^a 15
18	19	20	21	22
25	26	27	28	29

May 2022				
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			

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	^o 9	^o 10
^o 13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)
- District-wide Professional Development Day

- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Available to opt
- Teacher Planning Day available to opt

Days in Grading Period	
1-	46
2-	44
3-	44
4-	46

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

EXHIBIT #3: 2021-2022 RELIGIOUS HOLIDAYS CALENDAR

DAY	DATE	RELIGIOUS GROUP	HOLIDAY
Friday	July 9, 2021	Baha'i	Martyrdom of the Báb
Tuesday	July 20, 2021	*Islamic	Eid al-Adha
Friday	July 23, 2021	Rastafarian	Birthday of Haile Selassie I
Tuesday	August 10, 2021	*Islamic	Al-Hijra (Islamic New Year)
Wednesday	September 8, 2021	Jewish	Rosh Hashanah (2 nd day)
Tuesday	September 14, 2021	Greek Orthodox	Exaltation of the Cross
Tuesday and Wednesday	September 21-22, 2021	Jewish	Sukkot (First 2 days)
Tuesday	September 28, 2021	Jewish	Shemini Atzeret
Wednesday	September 29, 2021	Jewish	Simchat Torah
Tuesday	November 2, 2021	Rastafarian	Coronation of Emperor Haile Selassie I
Thursday	November 4, 2021	Hindu	Diwali
Monday	November 29, 2021	Jewish	Hanukkah (1 st Day)
Thursday	January 6, 2022	Greek Orthodox Christian	Holy Epiphany
Wednesday	February 2, 2022	Greek Orthodox	Presentation of the Lord
Thursday	March 17, 2022	Jewish	Purim
Thursday	April 21, 2022	Baha'i Greek Orthodox	First Day of Ridván Holy Thursday
Friday	April 22, 2022	Jewish Greek Orthodox	Pesach (Last day of Passover) Holy (Good) Friday
Thursday	April 28, 2022	Jewish	Yom HaShoah
Friday	April 29, 2022	Baha'i	Ninth Day of Ridván
Monday	May 2, 2022	Baha'i	Twelfth Day of Ridván
Tuesday	May 3, 2022	*Islamic	Eid al-Fitr (End of Ramadan)
Tuesday	May 24, 2022	Baha'i	Declaration of the Báb

Listed below are additional dates that may affect personnel attendance.

DAY	DATE	RELIGIOUS GROUP	HOLIDAY
Thursday	August 19, 2021	*Islamic	Ashura
Tuesday	September 7, 2021	Jewish	Rosh Hashanah (1 st day)
Thursday	September 16, 2021	Jewish	Yom Kippur
Friday	April 15, 2022	Christian	Good Friday

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

Federal and State Compliance Office
June 19, 2021

EXHIBIT #4: 2021-2022 PRINCIPAL'S ATTENDANCE REPORT CALENDAR

FOR SCHOOLS OPERATING 180 DAYS						
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
1	August 23, 2021	October 28, 2021	46	3 - September 6, 7, 16, 2021	October 28, 2021	November 4, 2021
2	November 1, 2021	January 20, 2022	44	15 - November 11, 24, 25, 26, 2021 December 20 - December 31, 2021 January 17, 2022	January 20, 2022	January 27, 2022
3	January 24, 2022	April 1, 2022	44	6 - February 21, 2022 March 21 – March 25, 2022	April 1, 2022	April 8, 2022
4	April 4, 2022	June 8, 2022	46	2 - April 15, 2022 May 30, 2022	June 8, 2022	June 15, 2022
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

U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT <i>(Domestic Mail Only; No Insurance Coverage Provided)</i>	
For delivery information visit our website at www.usps.com .	
OFFICIAL USE	
Postage \$ _____ Certified Fee _____ Return Receipt Fee _____ (Specialment Required) Restricted Delivery Fee _____ (Postment Required) Total Postage & Fees \$ _____	1st Class Mail Rate
ZIP+4® Street Apt P.O. or PO Box No. City, State, ZIP+4	
PS Form 3800, June 2002 See Reverse for Instructions	


UNITED STATES POSTAL SERVICE			First-Class Mail Postage & Fees Paid USPS® Permit No. G-10
* Sender: Please print your name, address, and ZIP+4 in this box. *			
JOHN DOE GENETICS DEPT. NORTH CAROLINA STATE UNIVERSITY CAMPUS BOX 7614 RALEIGH NC 27695-7614			
SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the envelope, or on the front, if space permits.		A. Received by (Please Print Clearly) _____ B. Date of Delivery _____ C. Signature _____ <input type="checkbox"/> Agent <input type="checkbox"/> Addressee D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below: _____	
1. Addressee(s): ROBERT MORGAN 102 CACTUS RD. ROSWELL NM 88202		3. Service Type: <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.	
2. Article Number (Copy from reverse used) 7099 3400 0001 7499 2274		4. Restricted Delivery? Extra Fee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
PS Form 3811, July 1999		Domestic Return Receipt	

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: 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 #8: FASCO CONTACTS

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

Ms. Charlene Burks (Administrative Director)

Karen Graham-Sewing (Student Funding Specialist) KSewing@dadeschools.net

Lynae Richardson (Coordinator Student Transfer) lrichardson@dadeschools.net

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