

STUDENT ACCOUNTING PROCEDURES

Below is a listing of the school days of the regular 9-month calendar approved by the Board of Education. On this schedule, August 20, 2009 is the first school day, May 28, 2010 is the last. (If your school uses a different schedule, you'll need to count the school days in each month.) This chart is intended to make the information available to you as needed throughout the year. Your first ADM report of the year will reflect membership for 30 days beginning August 20 through and including October 1. The next ADM report sent to you will begin October 2 through October 30.

DAYS OF SCHOOL 2009/2010

AUG/SEPT	29
OCTOBER	19
NOVEMBER	19, including 1 teacher comp day
DECEMBER	16
JANUARY	19
FEBRUARY	18
MARCH	22
APRIL	18, including 1 teacher comp day
MAY	20
TOTAL	<u>180</u>

All elementary and secondary schools will be reporting monthly ADM on the AS400.

Auditors will be reviewing the absence reports that will be sent at the end of each term to secondary schools along with the secretaries' lists of self-contained students compared to the SCRAM lists.

The following changes to the Rules on Pupil Accounting as in effect June 1, 2001:

1. The definition of school year is 990 hours of instruction in a minimum of 180 school days during the 12-month period beginning July 1 except:
 - a. Kindergarten is a half day program providing a minimum of 450 hours of instruction in a minimum of 180 school days.
 - b. First grade provides a minimum of 810 hours of instruction in a minimum of 180 school days.
 - c. **School day means a minimum of two hours per day per session in K and a minimum of four hours per day in grades 1 through 12.** All school day calculations shall exclude lunch periods and pass time between classes.
2. A student concurrently enrolled in a post-secondary institution and the public schools during a year may be counted in membership if the public school approves the post-secondary program and receives the progress reports and membership and attendance reports from the institution.
3. School districts shall request all students to provide the district with a social security number for purposes of identification and electronic transfer.

4. As declared under "Membership" in the Definition of Terms, an entry code must be entered for every student and a date of withdrawal for every student who exits school. Students who are absent for ten (10) consecutive days except in case of illness, hospitalization, pending court investigation and action, prior-approved trip, or earnest and persistent efforts to keep a child in school with services being provided, must be withdrawn unless services are being offered and documented by the school/district. Please call Student Accounting, 756-8466, if you have questions about individual circumstances.
5. We recommend keeping a log of all student exits and entries separate from the AS400. This record needs to include but is not limited to: student name, student number, where the student came from or went to and the date the change is effective. Our office recommends you keep track of changes on the census report since it is a permanent copy. Please record student enrollment changes in the following described manner:

If your census report shows a student at your school and the student has transferred out or didn't return, draw a line through that student's information and write a note by it where they went, the date, the code you entered into the AS400 and any other pertinent information.

If a student enters your school and was not on this report, record the student information (name, student number, where they transferred from, effective date and the code you entered on the AS400) on the page they would appear alphabetically.

REMINDER:

- If you are uncertain whether or not to drop a student that would fall under any of the following withdrawal codes: NR, T1, TD, TP, TS, TO, TC, TR, WD or D1 or if you have a general membership question call student accounting, 610-8466 or data services 610-8434.
- If a situation arises that you are uncertain whether or not to drop a student that would be withdrawn under the "WD" membership code, if you have questions pertaining to student absence or membership reporting due to suspension call the District attendance office, 610-8485.
- Questions regarding home school, "HS" membership code, or questions pertaining to absence due to illness or other extenuating circumstances beyond the control of the student need to be directed to Student Services, 610-8518 or 610-8474.
- Questions or problems entering attendance information into Power School/Power Grade need to be directed to technology at 717-4700.
- Refer to Student Services Handbook on Alpine School District's web site for additional information.

Documentation of earnest and persistent efforts is an administrative responsibility. The Earnest and Persistent Effort (EPE) form, available through the District attendance office, 610-8449, is used to designate specific efforts. Another acceptable option is to use codes approved by the school administrator and to document the efforts in a separate file or computer log.

[See District Forms for Earnest and Persistent Effort form](#)

ON THE RECOMMENDATION OF THE STATE OFFICE OF EDUCATION REVIEW TEAM, NOTATION OF ANY OF THE 5 EXCEPTIONS TO THE 10-DAY RULE MUST BE DOCUMENTED. The attendance secretary may be in the best position to alert administrators as 10 consecutive days of absence accumulate.

The Fall Enrollment Report, based on the enrollment count taken the first school day in October, will be audited. Any student who has not attended school by that date in the Fall must be withdrawn from school and excluded from the count. (These students should have been tracked long before the Fall count.) Likewise, any student who has been absent more than ten (10) consecutive days must be excluded unless documentation clearly states the justification for keeping the student in membership. The independent auditors will follow the same procedures for this audit as for the comprehensive audits later in the year.

The System 400 Absence Report indicates students with 10-consecutive days of absence will be sent out shortly after the end of each term. The summary page along with the full detail report will be sent to the secondary attendance secretary. A copy of the summary will be sent to the secondary assistant principals and the registrars. The summary serves to alert administrators to those students on whom documentation must exist.

For accounting purposes, a dropout is a student who ceases to continue his education in any kind of schooling or learning setting and/or ceases to receive educational services. By State definition (revised) dropouts now include (1) students who transfer to home school unless students file formal application for a waiver and (2) those students who are enrolled on the last day of school and do not re-enter any school, so far as we know, the subsequent fall. The dropout label is appropriate unless and until the secretary is notified by a school authority that the student has re-enrolled or transferred, in which case the record is amended and the appropriate code is used (i.e., TD, TS, TP, TC, TR or TO).

Always report a student's current status at the time of report filing. The following students, for accounting purposes, are not considered dropouts:

1. A student who leaves one school and enters another school.
2. A student who goes into Job Corps (use TS).

A 12th grade student without a graduation or completion date entered for the current school year will be considered a drop out. If they do earn enough credit to graduate after the end of the school year, they will graduate with an adult diploma.

Because of activities at the school level requiring schedule and program modification during the first days and last days of the school year, secretaries will report aggregate days of membership for the first five days as equal to the number recorded for the second five-day period of the school year and, for the last three-day period, they will report aggregate days of membership for the immediately preceding three-day period.

Please use the chart below for students who enter or exit your school from outside the District in the first 10 days. Use the **actual** entry/exit dates for students within the District.

If student enters:	Use this E1 date:
Aug. 20 - Aug. 26	8/20/09
Aug. 27	8/21/09
Aug. 28	8/24/09
Aug. 31	8/25/09
Sept. 1	8/26/09
Sept. 2	Actual date

If a student withdraws, enter the next school day as the exit date to receive the full day they last attended. You must withdraw all students from membership who were expected to return but did not appear within the first 10 days of school as defined in the Utah Administrative Code Rule R277-419-1. Refer to the withdrawal codes and description following this section for the appropriate code.

Use the information below to properly handle students who are exiting (transferring out of) your school to a school outside the District on one of the last days of the year.

If the student last attended:	Use this exit day on the AS400:
5/21/10	5/24/10
5/24/10	5/26/10
5/25/10	5/28/10
5/26/10	Do not exit this school year

The actual date of exit is appropriately identified in the comment section of the System 400 for ADM.

Please note: There will be differences between reported membership and recorded attendance at these times. Attendance should be recorded as it occurs; secretaries will report membership according to the procedure just described.

On special event days (i.e., field days, teacher comp days for parent-teacher conference) when an accurate attendance check is impractical, aggregate days of membership equal to the number recorded for the same part of the preceding school day may be reported.

Students who receive instruction from Alpine School District teachers due to homebound or hospitalization are to be kept on the school's master roll and are to remain in membership at the school if any services are being offered. The notation of "sick" or "hospitalized" is appropriate documentation to justify maintenance in membership for longer than 10 consecutive days of absence. These students, then, are to be included in each school's monthly ADM report. Verification of master roll entry may be requested occasionally for those students who are homebound on a long-term basis (more than one month).

For membership purposes a student must be withdrawn after 10 consecutive days without any attendance at school, except in documented cases of illness, hospitalization, prior-approved trips, pending court action or earnest & persistent efforts with services being provided. An absence, for membership purposes, is no attendance for the whole day. Beyond substantiation of the actual membership record, all attendance accounting and reporting are for the benefit of students, parents, teachers and administrators. The roll record must be in a format approved by the District.

When a student transfers into your school, please be sure they have properly exited from the school previously attended in the District. Check the district index or locator file and/or have the student bring in a copy of the transfer out form from the prior school.

Transferring students complicate student accounting. These few suggestions will help to establish standardized procedures and minimize auditors' questions.

- Begin counting a student in membership the day he registers or first attends classes in your school.

- Count a student in membership through the last day of attendance. When parents come to withdraw the student, identify the transfer-out date and stop counting him the first school day after his last date in attendance or the date you are informed the student has left school. If the next school day is a teacher comp day, use the school day following the teacher comp day as the exit date.

- When a student's last attendance day is the last day of the month, the student is included in the month-end enrollment. His transfer-out status is reported the following month. The first school day of the new month is considered the check out date and no days are credited to him in the new month.

Entry Codes

Below are the codes used to report student membership status. All codes pertain to a single school year. The "E" code refers to the first entry in Alpine School District for the year; the "R" codes refer to the second or subsequent entry in Alpine School District for the year. Skyward accepts these codes. Please contact Technology (717-4700) if you have any problems with Skyward accepting the codes.

- E1 Pupil enters Alpine School District for the first time this year. This includes any student who was enrolled previously in another district or another state.
- R1 Re-entry within school. Pupil was in another room in the same school, a change was made in schedule (as from full-time to partial) or classroom.
- RD Re-entry from another school within Alpine School District.
- RS Re-entry from another school within Utah, after having transferred out of Alpine School District during current school year, or from private or home school.
- RO Re-entry from another state after having transferred out of Alpine School District during the current school year.
- RR Re-entry from a charter school after having transferred out of Alpine School District during the current school year.**
- RC Re-entry from another Country after having transferred out of Alpine School District during the current school year.**
- RH Re-entry from Home School after having transferred out of Alpine School District during the current school year.**

RP Re-entry from Private School after having transferred out of Alpine School District during the current school year.

Withdrawal Codes:

- NR The student was expected to enter school but did not appear within the first 10 days of school. Use only if you don't know the whereabouts of the student. If you get a records request, change NR to the appropriate withdrawal code and note the new school on students remaining in Alpine School District, note the city on students leaving Alpine School District but remaining in the State, note the state on students leaving the state.
- HS Student is attending home school, or mandatory home school. Students withdrawn with the HS code must have an approved annual release through student services. A student enrolled in grades 7-12 that does not complete the school year is not reported as a dropout if he/she transferred to a home school with the approved release.
- T1 Pupil transfers within the school, a change was made in schedule or class change (as from SC to regular).
- TD Transfer to another school within the district.
- TS Transfer to another school within the state, but out of the district (including Job Corps), state custody or charter school.
- TP Transfer to a private school.
- TO Transfer to another school out of state.
- TC Transfer out of the country.**
- TR Transfer to a charter school.**
- WD Students who leave school due to expulsion, board release, or ten consecutive absences, (contact Director of Attendance) "school-approved illness with no services being offered," or other circumstances beyond their control and who return (or are expected to return) during the current school year. Students are not counted as a dropout if the school is officially notified and services are provided consistent with Rules for Pupil Accounting #R277-419-5.
- D1 Student, 18 years or older, that left school because of an active dislike of one or more aspects of his/her school experiences, to seek or accept employment (including employment required to support parents or other dependents), because of marriage, or was required to leave whether reason is known or unknown, military over 18, ATEC age 22 without CT. (Dropout)
- DE Death
- GR Early Graduate (met all graduation requirements). This code stops further membership generation, but the student is included in graduation statistics on the year-end report. If entered only on enrollment screen (without going through transfer screen) the student's name will remain on mailing lists etc. so they receive graduation information.
- OG For students graduating in the 4th quarter of their senior year, or for a "retained senior" graduating in a subsequent senior year.
- CT Other Completers. Those who receive an exiting credential other than a normal high school diploma such as a certificate of completion (special education programs, etc.) Including ATEC and Peterson.

Please see the following codes that are useful on Power School but are not to be used on the AS400

- PR Promoted with class
- G Graduated with class

Use of the System 400 and Power School codes greatly enhances the audit trail. It is also helpful when you use the comment space to tell what you know of a student's former location (when he/she transfers in) or subsequent location (when he/she exits the school).

ATTENDANCE/ROLL RECORDS

Every school needs to have a central location where a hard copy (printed at the end of each term) of the attendance/roll records are kept.

The Pupil Accounting Policy attendance records must show:

1. Entry date for every student
2. Exit dates for any student who leaves school
3. Record of ten consecutive absences. Somewhere on site a record justifying the keeping of students in membership beyond ten consecutive days of absence must be accessible to auditors

The policy requirements for attendance records can be met in several ways:

At the secondary level, if every teacher reports attendance every period, the attendance record generated by the AS400 suffices. Those printouts are distributed at the end of each term for review by administrators and attendance office personnel. Printouts for each semester need to be kept as a permanent record.

At the elementary level, a central office master roll record or teacher roll will suffice (provided it is a hard copy, printed at the end of each term, and includes attendance/roll records listing entry, exit, and 10-day information).

All teachers are required by law to take attendance a minimum of at least once daily. Teachers in secondary schools need to take roll every class period. Elementary principals can designate the time of day the official attendance will be taken.

Each school needs to have an assigned person and plan in place to follow through at a designated time on Friday with the teacher(s) who have not accessed their class roll. Teachers are required to update their attendance records before they leave every Friday to ensure attendance records are updated or corrected on a weekly basis. The following standard attendance codes must be used.

- A dash is the Power School code for present (this is a default code)

Un-excused Circumstances

- X Un-excused Absence
- T Tardy/Un-excused

Extra-curricular Activity

- 0 Athletics
- 1 Music
- 2 Forensics, debate, speech, drama
- 3 Clubs
- 4 Other

Other Circumstances

- C Court action (includes court ordered jail time, crisis center, etc.)
- D District Suspension - (student not in attendance but left in membership)
- E Excused absence
- H Homebound or Hospitalized (students must be receiving services through the district with E.P.E. on file to remain in membership; do not confuse the “H” attendance code with the AS400 “HS” membership code for students who are in a home school taught program)
- M Medical appointment (optional code).
- S School Suspension - The student is temporarily suspended from attending school and is expected to return at some point in time.
- Y Truancy/sluff
 - A dash is the Power School code for present (this is a default code and does not need to be entered)
- B Teacher excused admit**
- I Check in - The student checks in some time during the class period. The amount of time spent in the period is non-relative. (optional code)
- O Check out - The student checks out sometime during the class period. The amount of time spent in the period is non-relative. (optional code)
- P In-school suspension - The student is *present*, under school supervision, and located in a designated room but is not allowed to attend their regular class.
- R Positive present (really here)**
- L Excused Late/Tardy
- V Very Tardy/unexcused - 15 minutes or more**

ATTENDANCE PROCEDURE

TRUANCY SCHOOL -

1. EPE Form will be revised to further accommodate the referral process. Schools must show prior efforts on form. (Example: Parent conferences, class changes, student conferences, etc.)
2. Students are only assigned once.
3. Sessions changed from three to 2 two-hour sessions.
4. Parent and student attendance mandatory at both sessions.
5. \$20.00 truancy fee mandatory to be paid and receipted at the class.
6. Police officers from various communities will join our truancy school teaching staff. Curriculum will be standardized.
- *7. No shows without acceptable reason and completers that continue truancy
 - a. Grade 12 -- Transferred to ESHS (Process explained under ESHS). Refusal to transfer- Board Release-Re-Entry by application.
 - b. Grades 7-11 -- Court referrals - no suspended sentences.
When court process is exhausted
 Grades 9-10 ESHS
 Grades 7-8 Jr. High Alternative
If truancy continues Board Release or Home School Exemption, depending on age.
 - c. Special Education Students -- Special Education will use their I.E.P. process to determine how students will be served.
 - d. Youth in Custody -- Summit will use their S.E.P. process to determine how students will be served.

EAST SHORE HIGH SCHOOL

1. Schools will send a standard letter after meeting with parents. Letter will give instructions for enrollment at ESHS with a 5-day deadline to complete. Non-completion would result in submittal to Attendance Officer for Board Release. Students released may apply for re-entry to ESHS.
2. Students transferred to ESHS may not return to traditional school until they have earned a minimum of 1.5 units, which is 12 ESHS packets. This is equivalent to one quarter's work, with leeway for one F. Transfers back to traditional school must be done at the beginning of a quarter.
3. Students enrolled at ESHS who do not appear for 15 consecutive school days will be dropped by ESHS and their names sent to the District Attendance Officer.
4. Students may be re-entered to ESHS by application, said application developed by ESHS.

For information on Utah Administrative Code Rule R277-419 on Pupil Accounting go to:
<http://www.rules.state.ut.us/publicat/code/r277/r277-419.htm>

State Codes to be used on S-3 and Fall Enrollment Report Forms

Alpine	104	Westfield	180
Aspen	105	Westmore	178
Barratt	106	Windsor	182
Bonneville	107		
Cascade	108	American Fork Jr.	404
Cedar Ridge	111	Canyon View Jr.	405
Cedar Valley	112	Lakeridge Jr.	406
Central	116	Lehi Jr.	408
Cherry Hill	118	Mountain Ridge Jr.	410
Deerfield	119	Oak Canyon Jr.	412
Eaglecrest	120	Orem Jr.	414
Eagle Valley	121	Pleasant Grove Jr.	416
Foothill	123	Timberline Middle	420
Forbes	124	Willowcreek Middle	425
Fox Hollow	126		
Freedom	125	American Fork High	704
Geneva	128	Lehi High	708
Greenwood	132	Lone Peak	709
Grovecrest	136	Mountain View High	711
Harvest	138	Orem High	712
Hidden Hollow	139	Pleasant Grove High	716
Highland	140	Timpanogos High	718
Hillcrest	144	Westlake High	789
Legacy	146	East Shore High	720
Lehi	148		
Lindon	156	ATEC	650
Manila	160	Peterson	840
Meadow	154	YIC	730
Mount Mahogany	161	Summit at Risk	735
North Point	150		
Northridge	155		
Orchard	151		
Orem	157		
Pony Express	153		
Ridgeline	165		
Rocky Mountain	162		
Sage Hills	161		
Saratoga Shores	163		
Scera Park	158		
Sego Lily	164		
Sharon	168		
Shelley	170		
Snow Springs	172		
Suncrest	174		
Valley View	176		
Vineyard	177		

District City Codes

<u>City Codes</u>	<u>City Name</u>	<u>Zip Code</u>
22	Alpine	84004
02	American Fork	84003
30	Benjamin	84660
27	Bluffdale	84065
11	Cedar Fort	84013
06	Cedar Hills	84062
11	Cedar Valley	84013
33	Draper (SL County)	84020
48	Draper (Utah County)	84020
10	Eagle Mountain	84005
32	Elk Ridge	84651
21	Fairfield	84013
25	Heber	84032
07	Herriman	84096
12	Highland	84003
01	Lehi	84043
13	Lindon	84042
26	Mapleton	84664
43	Mona	84645
28	Murray	84107
37	Nephi	84648
04	Orem	84057
14	Orem	84058
19	Orem	84059
20	Orem	84097
30	Palmyra	84660
32	Payson	84651
03	Pleasant Grove	84062
05	Provo	84601
15	Provo	84604
16	Provo	84605
17	Provo	84602
18	Provo	84606
27	Riverton	84065
36	Salem	84653
31	Salt Lake City	all zip codes
42	Sandy	all zip codes
34	Santaquin	84655
23	Saratoga Springs	84045
41	South Jordan	84095
30	Spanish Fork	84660
35	Springville	84663
15	Sundance	84604
24	Vineyard	84058
40	West Jordan	84088
36	Woodland Hills	84653
07	Herriman	84065

RACE / ETHNICITY DEFINITIONS

I *American Indian or Alaskan Native*

A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

H *Hispanic*

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish language culture or origin, regardless of race.

A *Asian*

A person having origins in any of the original peoples of the Far East or Southeast Asia. This area includes, for example, China, Japan, Korea, Taiwan, Burma, Cambodia, Indonesia, Java, Malaysia, Laos, Thailand, Vietnam, and the Philippine Islands.

P *Pacific Islander*

A person having origins in the Pacific Islands. This area includes, for example, Fiji, Guam, Hawaii, Micronesia, New Zealand, Samoa, Tahiti, and Tonga.

B *Black, not of Hispanic Origin*

A person having origins in any of the Black racial groups in Africa.

W *White, not of Hispanic Origin*

A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.

U *Unknown Race/Ethnicity*

A person:

- *who indicates “Other” or
- *who indicated “multiple origins” either
 - by marking a code expressly offered as an option for that purpose or
 - by marking multiple codes representing different ethnicities or
- *who declines to indicate ethnicity or for whom ethnicity data is missing