

Below is a listing of the school days of the regular 9-month calendar approved by the Board of Education. On this schedule, August 25, 2010 is the first school day, June 3, 2011 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 25 through and including October 1. The next ADM report sent to you will begin October 4 through October 29.

DAYS OF SCHOOL 2010/11

AUG/SEPT	26
OCTOBER	19
NOVEMBER	20, including 1 teacher comp day
DECEMBER	13
JANUARY	20
FEBRUARY	19
MARCH	22
APRIL	17, including 1 teacher comp day
MAY/JUNE	24
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TOTAL	180

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 date 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 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, "TH" 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 Skyward 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 Skyward 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 and last five days of the school year, secretaries will report aggregate days of membership as equal to the number recorded for the second five-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. 25 - Sept. 1	8/25/10
Sept. 2	8/27/10
Sept. 3	8/31/10
Sept. 7	9/2/10
Sept. 8	9/7/10
Sept. 9	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:
5/20/10	5/23/10
5/23/10	5/25/10
5/24/10	5/27/10
5/25/10	6/1/10
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 membership 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. Skyward only accepts these codes. Please contact Technology (717-4700) if you have any problems with Skyward accepting these codes.

- E1 Pupil enters Alpine School District this year. This includes any student who was enrolled previously in our district, another district, or another state.
- EC Entry from a Charter School

WITHDRAWAL CODES

- AE Transferred to Adult Education
- DE Death
- DO 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.
- EX Expelled
- FE Foreign Exchange Student
- GE GED
- HE Transferred to Higher Education, except UCAT
- SU Suspended
- TC Transfer out of the country
- TD Transfer to another school within the district
- TH Student is attending home school, or mandatory home school. Students withdrawn with this 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.
- TN Transferred to another public school by choice under NCLB (Title 1 schools only)
- TO Transfer to another school out of state
- TP Transfer to a private school
- TR Transfer to a charter school
- TS Transfer to another school within the state, but out of the district including Job Corps, and State Custody
- UC Transferred to Utah College of Applied Technology
- UN Unknown
- 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.
- WP Withdrawn from Preschool

EARLY GRADUATION WITHDRAWAL CODES - Must also have a High School Completion Code (See Below)

- OG Other Graduate - For students who exit as graduates, completers, or who aged out during the fourth quarter of their senior year.
- 11 Early Graduate - 11th Grade
- Q1 Early Graduate - 1st Quarter Senior Year
- Q2 Early Graduate - 2nd Quarter Senior Year
- Q3 Early Graduate - 3rd Quarter Senior Year
- T1 Early Graduate - 1st Trimester Senior Year (Summit Only)
- T2 Early Graduate - 2nd Trimester Senior Year (Summit Only)

HIGH SCHOOL COMPLETION CODES

- AO Aged Out of Special Education
- GR Graduate (met all graduation requirements). Passed all three UBSCT sub-tests
- G1 Basic High School Diploma - Provided documentation of at least three attempts to pass UBSCT sub-tests
- G2 Basic High School Diploma - Made only one or two attempts to pass all UBSCT Sub-tests (or none, if enrolled after final possible UBSCT), but provided documentation of participation in all offerings of the exam while enrolled in Utah public schools
- G3 Basic High School Diploma - IEP team has determined that the student's participation in statewide assessment is through the UAA
- GG Utah High School Completion Diploma - GED
- RT Retained Senior - For students in grade 12 who meet the criteria for continuing to enroll beyond the age of 17 after one's cohort has graduated and are expected to re-enroll in the following year.
- CT Certificate of Completion - Awarded by LEA

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:

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 with the teacher(s) who have not accessed their class roll. The following standard attendance codes must be used:

- A Blank is the Skyward code for present (this is a default code and does not need to be entered)

Teacher Grade Book Codes

- X Un-excused Absence ** (2) made up or appealed
- T Tardy/Un-excused ** (5) made up or appealed
- L Excused Late/Tardy ** (5) Has been made up
- or
- V Very Tardy/unexcused - 15 minutes or more *(5) Has been made up

Other Office Codes

- A Extra-curricular Activity (Secondary only) - School excused (**does not** count as an absence)
- 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.
- C Court action (includes court ordered jail time, crisis center, etc.)
- E Excused absence *(3) Has been made up
- G Pre-Approved Excused Absence (Gone)
- H Homebound or Hospitalized (students must be receiving services through the district with E.P.E. on file to remain in membership; school is responsible to mark the "H" code.
- M Medical - Excused by a Medical Doctor
- S School Suspension - The student is temporarily suspended from attending school and is expected to return at some point in time.
- Y Truancy/sluff *(4) Truancy/sluff made up
- I Check in - The student checks in some time during the class period. The amount of time spent in the period is non-relative.
- O Check out - The student checks out sometime during the class period. The amount of time spent in the period is non-relative.

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	Mountain Ridge Jr.	410
Aspen	105	Oak Canyon Jr.	412
Barratt	106	Orem Jr.	414
Bonneville	107	Pleasant Grove Jr.	416
Cascade	108	Timberline Middle	420
Cedar Ridge	111	Vista Heights Middle	490
Cedar Valley	112	Willowcreek Middle	425
Central	116		
Cherry Hill	118	American Fork High	704
Deerfield	119	Lehi High	708
Eaglecrest	120	Lone Peak	709
Eagle Valley	121	Mountain View High	711
Foothill	123	Orem High	712
Forbes	124	Pleasant Grove High	716
Fox Hollow	126	Timpanogos High	718
Freedom	125	Westlake High	789
Geneva	128	East Shore High	720
Greenwood	132		
Grovecrest	136	ATEC	650
Harvest	138	Peterson	840
Hidden Hollow	139	YIC	730
Highland	140	Summit at Risk	735
Hillcrest	144		
Legacy	146		
Lehi	148		
Lindon	156		
Manila	160		
Meadow	154		
Mount Mahogany	161		
Mountain Trails	205		
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		
Traverse Mountain	258		
Valley View	176		
Vineyard	177		
Westfield	180		
Westmore	178		
Windsor	182		
American Fork Jr.	404		
Canyon View Jr.	405		
Lakeridge Jr.	406		
Lehi Jr.	408		

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, Mohria, 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