Helpful Reminders about this ANS Report

A few clarifications regarding this report:

The ANS list by ESC and School reflects only schools with any incidents of non-submittal.

Here are two examples of how these numbers are calculated:

a. Elementary/secondary teacher submits attendance for 28 students on his/her roster; 2 are added later that day and the teacher does not go back and input the attendance for those 2, will count as 2 ANS incidents. If the teacher had not taken attendance at all for that period (or day if elementary), he/she would have accumulated 30 incidents of non-submittal.

b. Secondary teacher with 30 students in each of her/his 6 periods (180 students enrolled across her/his 6 periods) who does not take attendance all day will count as 180 incidents of non-submittal.

Reminders

Meeting Patterns: Effects on ANS Reporting

We want to remind schools of important information shared in the Attendance announcements of a previous MiSiS blast about meeting calendars and the effect that **meeting patterns** have on ANS reporting and counts. Having errors in meeting patterns will impact all reports, especially Attendance Not Submitted.

- In order to make sure schools can enter attendance each day classes are in sessions, **meeting patterns** should be up to date.
- The path to enter meeting patterns for future dates is **Admin.> Configuration> Period Groups> Meeting Patterns.**
- Instructions for setting up meeting patterns can be found by clicking the job aid below. http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/139/jobaids/Period%20Groups%20and%20Meeting%20Patterns_Secondary.pdf
- If corrections for meeting patterns are needed for past dates, please contact the Help Desk at 213-241-5200 for assistance.

Record Maintenance: Accurate and Complete/Attendance Enrollment Records for Audit purposes

It is crucial that schools do not retroactively input attendance without a corresponding paper attendance record, as this may affect audits by misrepresenting ADA rates. The District can be fined and must repay falsely claimed ADA. Principals are responsible for maintaining enrollment and attendance accounting records in accordance with District policy and ensuring that these records are available for audits. (BUL-4926.2, Attendance Manual, Policy and Procedures) **Paper attendance documentation for 2014-15 attendance must be retained for 4 years after the end of the school year (until July 1, 2019).**