Local District Central SAA's Operations Meeting

Zoom meeting
September 10, 2020
10:00am-11:30am



Welcome

Roberto A. Martinez, Local District Central Superintendent

Eugene L. Hernandez, Administrator of Operations



Vicky Garcia **Atwater ES**

Azucena Abea Dayton Heights ES

Daysi Rivas Lockwood ES Ricardo Renteria West Vernon ES

<u>Moves</u>

Lorena Torres Lanterman HS to Alexandria ES

West Vernon to 28th St ES Roger Rubio

Learning Objective

Assistant Principals will review and examine operational structures and systems using the provided resources in order to align site initiatives with the LDC theory of action.

Zoom Norms



Mute your mic; unmute when talking



Use the Raise Hand Feature to speak



Avoid side chats



Be present



Be Brief

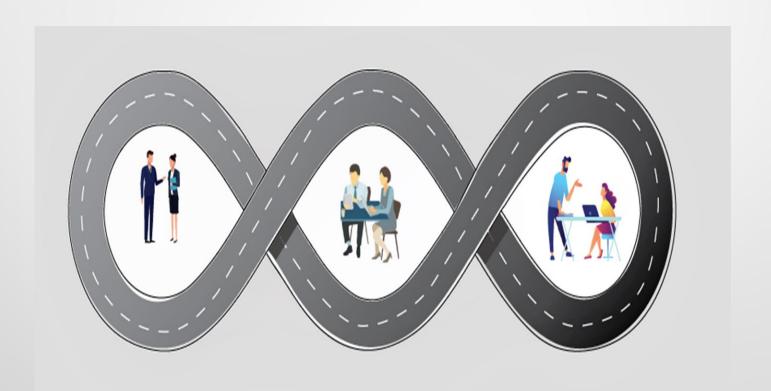


Use chat to ask questions outside of Q&A

Norms of Collaboration

- PAUSING
- PAYING ATTENTION TO SELF AND OTHERS
- PRESUMING POSITIVE INTENTIONS
- PARAPHRASING
- •PUTTING IDEAS ON THE TABLE
- POSING QUESTIONS
- PROVIDING DATA

Triple Track



Inclusion Activity Rebecca Mena

How did spend your Labor Day weekend?

Go to www.menti.com and use the code 30 11 70 1



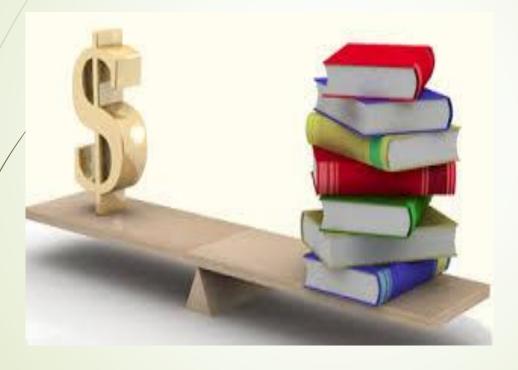




Agenda

- Welcome LD Central Leadership
- Zoom Norms
- Budget Updates
- Attendance
- Covid 19
- Device Distribution and Learning Device Readiness
- Reflections/Feedbacks
 - Closing/ Questions & Evaluations

School Fiscal Services Update



Jannette Low Nora Castillo Carlos Fernandez Cherrise Fox Todd Takashima

Sheri Butler – Student Body Ana Licon - Procurement

Donation Procedure:

- School fill out and obtain school administrator signature on donation form.
- Email Fiscal Specialist completed/signed donation form and copy of check
- Fiscal Specialist will sign donation form and email back to school
- School send the completed (all required signatures) donation form with the original check to Cash Receipt Unit via School Mail:

LAUSD Cash Receipts Unit

333 S. Beaudry Ave., 26th Floor

Attn: Areez Mae Dizon

Checks that are 80 days old, please do not sent the check in. Cash Receipt will reject the check.

Imprest Reconciliation Due Dates:

- Elementary: Submit to Fiscal Specialist
- Secondary: Submit to Coordinating Financial Manager

Prior Year	8/17/2020	For quarter ending in June 2020
Q1	10/16/2020	For quarter ending in September 2020
Q2	1/15/2021	For quarter ending in December 2020
Q3	4/16/2021	For quarter ending in March 2021

Delinquent Notification Letter will be mailed out 30 days after due date Any account not reconciled for over 90 days, the Community of School Administrator will be notified.

Hyperlink Control Sheets

- Use Signature Form or COFE report for Balances
- Do Not use Budget Availability Report
- Get most updated balances
- Avoid negative balances
- Avoid purchase funding errors

School Fiscal Website

https://achieve.lausd.net/Page/16763

- Job Aides
- Hyperlink Control Sheet
- Manual Budget Adjustment Request (BAR)
- Norm Day data Table
- Estimated Rate Sheet
- Position Simulator (Norm Allocation)
- General Fund Manual
- School Finance Open House Survey

ſ	Carlos	carlos.m.fernandez@lausd.net		cherrise.fox@lausd.net	Nora	ncasti3@lausd.net	Todd	todd.takashima@lausd.net
	Fernandez	213 766 7361	Cherrise Fox	213 766 7362	Castillo	213 766 7363	Takashima	213 766 7364
ŀ	1708201	10th St El	1728801	28th St El	1727401	20th St El	1215101	Annandale El
-	1202701	Aldama El	1713701	32nd St	1730101	24th St El	1806601	Burbank MS
	1204101	Alexandria Ave El	1393201	49th St El	1550501	9th St El	1286301	Castelar St El
	1204102	Alexandria Ave El Dual Language	1800901	Adams MS	1772201	Angelou HS	1820701	Contreras LC ALC
ŀ	1217801	Aragon Ave El	1511101	Alexander Sci Ctr Sch	1221901	Ascot Ave El	1851701	Contreras LC Bus Tr
	1432201	Arroyo Seco	1206801	Allesandro El	1269901	Cahuenga El	1877401	Contreras LC Glbl St
	1223301	Atwater Ave El	1468501	Aurora El	1809401	Carver MS	1852701	Contreras LC Soc Jus
	1854301	Belmont SH	1806201	Clinton MS	1412301	Glassell Park El	1238601	Del Olmo El
	1805701	Berendo MS	1335601	Dayton Heights El	1454801	Hobart Blvd El	1339701	Delevan Drive El
	1260301	Buchanan St El	1871001	Early College Acad	1457501	Hooper Ave El	1813201	Foshay LC
	1267101	Bushnell Way El	1294201	Estrella El	1457601	Hooper Ave PC	1398601	Franklin Ave El
	1267102	Bushnell Way El Dual Language	1468101	Harmony El	1458901	Hoover St El	1864301	Franklin HS
F	1804501	Castro MS	1294401	Huerta El	1294301	Jones El	1408201	Garvanza El
ı	1899101	CDS TRI - C	1818901	Irving MS MME Mag	1511201	Jones PC	1416401	Glenfeliz Blvd El
	1858001	Central HS	1871401	Jefferson SH	1877701	Kahlo HS	1864501	Highland Park HS
Ī	1311001	Clifford St M/T Mag	1653401	King Jr El	1820001	Los Angeles Acad MS	1467101	Ivanhoe El
Ī	1319201	Commonwith Ave El	1820801	King MS Mag Env Std	1498601	Los Feliz STEMM Mag	1806401	Kim Acade my (YOKA)
	1851601	Cortines Sch of VAPA	1517001	Lexington Ave PC	1520501	Mayberry St El	1270101	Kim El
Ī	1332901	Dahlia Hts El	1468001	Lizarraga El	1528801	Micheltorena St El	1230701	Lee El Med Hith Mag
7	1347901	Dorris Place El	1511301	Mack El	1761401	Nava College Prep	1490401	Logan St El
	1873801	Downtown Bus. Magnet	1506801	Main St El	1517301	Nava LA	1498201	Los Angeles El
/ [1350701	Eagle Rock El	1874301	Manual Arts SH	1546601	Nevin Ave El	1505501	Magnolia Ave El
	1861,401	Eagle Rock HS	1722001	Maple PC	1686801	Obama Glbl Prep Acad	1498301	Mariposa-Nabi PC
	1357501	<u>Elysian Heights El</u>	1875001	Marshall SH	1238401	Politi El	1538401	Monte Vista St El
	1/238301	Esperanza El	1524701	Menlo Ave El	1236901	RFK Ambsdr Glbl Edu	1239201	Olympic PC
	/1387701	<u>Fletcher Dr El</u>	1563001	Normandie Ave El	1777101	RFK Ambsdr Glbl Ldsh	1324701	<u>Plase ncia El</u>
	1238501	Gratts LA for YS	1569901	Norwood St El	1850101	RFK LA SH Arts	1632901	Rockdale VAPA Mag
	1254301	<u>Lafayette Park PC</u>	1885301	Orthopae dic Hsp SH Mg	1778301	RFK New Open Wld	1637001	Rosemont Ave El
/	1239301	<u>Lake St Primary</u>	1231101	Poindexter LaMotte El	1820601	RFK Sch Vis Arts/Hum	1854401	Roybal LC
_	1805801	<u>Liechty MS</u>	1650701	San Pedro St El	1778001	RFK UCLA Comm Sch	1649301	San Pascual Ave El
	1489001	<u>Lockwood Ave El</u>	1747901	<u>Vermont Ave El</u>	1230801	Ride El Smart Acad	1717801	Toland Way El
	1254401	MacArthur Pk El VAPA	1715101	<u>Weemes El</u>	1195501	Salvin Sp Ed Ctr	1846201	Virgil MS
	1191801	McAlister HS CYESIS	1191401	<u>Widney HS</u>	1857701	<u>Sotomayor Span</u>	1874801	West Adams Prep SH
	1541101	Mt Washington El			1721901	Trinity St El	1254201	White El
	1854501	Newmark HS			1758901	Wadsworth Ave El	1795901	Yorkdale El
	1538501	Riordan PC			1765401	West Vernon Ave El		
	1871601	<u>Santee EC</u>						
L	1735601	Union Ave El						

Questions?



SAA Meeting September 10, 2020

Leilani Morales, Field Coordinator Local District Central - Pupil Services and Attendance

Objectives



Inter-Office Correspondence -Procedures for Distance/On-Line Learning Attendance Taking, Enrollment, Withdrawal, and



Review No Show Procedures



Review Attendance Not Submitted Data



Review Frequently Asked Questions – SB 98 and Attendance

IOC- Procedures for Distance/On-Line Learning Attendance Taking, Enrollment, Withdrawal, and Document Sharing

- Interoffice Correspondence
- Dated August 13, 2020

Reviews

- Attachment A Enrollment Updates and Procedures during Distance Learning
- Attachment B Attendance accounting Procedures during Distance Learning
- Attachments C No Show Procedures and Withdrawals during Distance Learning

INTEROFFICE CORRESPONDENCE Los Angeles Unified School District

Office of the Chief of Special Education, Equity and Access Division of Student Health and Human Services

Local District Superintendents **DATE:** August 13, 2020

FROM: Anthony Aguilar

Chief of Special Education, Equity, and Access

Pia V. Escudero Executive Director, Student Health and Human Services

SUBJECT: FOR IMMEDIATE DISTRIBUTION TO ALL SCHOOL SITES: Procedures for Distance/On-Line Learning Attendance Taking, Enrollment, Withdrawal, and Document

The purpose of this correspondence is to provide critical updates to procedures for the opening of the 2020-21 school year during distance/on-line learning. These procedures are adapted from Reference Guide 6554.4 Opening Day Procedures: Supplemental Guide and Updates dated August 16, 2019 based on state guidelines for distance learning for the beginning of 2020-2021 school year.

Please share the information and attachments with school site teams. In addition, materials to support schools with enrollment, attendance taking, withdrawal/no show for the 2020-2021 school year and a new resource to support pupil record document sharing via Parent Portal can be accessed here.

The attached items outlined and referenced in this correspondence include:

- Attachment A: Enrollment Updates and Procedures during Distance Learning
 - o Student Enrollment Document Checklist
- Attachment B: Attendance Accounting Procedures During Distance Learning
- Attachment C: No Show Procedures and Withdrawals during Distance Learning
- Additional Attachments/Resources:

Sharing Documents via Parent Portal

- o Parent Caregiver Guide Uploading Documents through Parent Portal English
- o Parent Caregiver Guide_Uploading Documents through the Parent Portal_Spanish
- o School User Job Aid to Accessing Documents uploaded by Parents in Parent Portal

Pre-Enrollment Portal

- School Administrator- Manage Access School Enrollment Portal
- School User Navigation Pre-Enrollment
- Completing Enrollment in MiSiS from Approved Pre-Enrollment Applications

Immunizations Requirements for School Admission

Please note that immunization requirements for admission to school in California for the 2020-2021 school year place at this time. The California Department of Public Health (CDPH) is closely follow

IOC- Procedures for Distance/On-Line Learning Attendance Taking, Enrollment, Withdrawal, and Document Sharing - ATTACHMENT A

Enrollment Updates and Procedures during Distance Learning

- ✓ Immunization Requirements
- ✓ Enrollment Procedures
 - New Forms
 - Initial Enrollment Packet
- ✓ Pre-Enrollment Portal

--STUDENT ENROLLMENT DOCUMENT CHECKLIST--

DOCUMENTS This checklist serves as a quick reference guide for all schools. All of the documents listed below must be included in student enrollment packets. The inclusion of these forms in student enrollment packets are differentiated by the following two categories: new LAUSD students and forms that must be annually disseminated to every student. Students matriculating and/or transferring within LAUSD shall provide updates through the required annually disseminated forms. Schools shall not require matriculating and/or transferring students within LAUSD to complete a new Student Enrollment Form or to provide additional documentation for address verification.*	New LAUSD Student	Annually Disseminated Form
Please refer to Office Checklist for Student Enrollment to ensure all information has been received with each new enrollment form (file in Cumulative Record for audit purposes).		огт
Student Enrollment Form* (file white copy in Cumulative Record)	✓	
Student Emergency Information Form** (Original to, Optional copy to Attendance Office) • Information on the Student Emergency Information Form should be updated in MiSiS within 5 days.	✓	✓
Temporary/Student Health Card	√	
Guide to Immunizations Required for School Entry – Grade TK/K-12	✓	✓
Oral Health Assessment Letter/Waiver Request Form (only for Kindergarten or 1st grade entry)	✓	
Student Meal Application	√	✓
Hent Housing Questionnaire	✓	✓

IOC- Procedures for Distance/On-Line Learning Attendance Taking, Enrollment, Withdrawal, and Document Sharing - ATTACHMENT B

Attendance Accounting Procedures During Distance Learning

Defines:

- ✓ Distance Learning
- ✓ Daily Live Interaction Requirements
- ✓ Daily Participation Types
- ✓ Attendance Taking Requirements
- ✓ Distance Learning Attendance Codes
- ✓ Absence Verification
- ✓ Tools for Trackina Attendance/Participation

TABLE 1: HELPFUL REPORTS AND DATA TOOLS To support tracking of attendance submittal and distance learning attendance and participation data Report Name Report Function/Use Run Frequency | Job Aid Attendance Not Submitted with This report provides a list of teachers who Daily before 3:00 Attendance Not Date Range ** have not submitted attendance for their p.m. Submitted Report scheduled courses/ sections for any date range Memos to Teachers can be generated with this report. Attendance Referral Form This report will generate a single page of As needed Attendance Referral (Elementary) student's attendance and enrollment history for a select date range. Attendance Referral Form This report will generate a student's Attendance Referral As needed (Secondary) ** summary attendance, detail attendance and enrollment history for a select date range. This report provides the number of full day Attendance Summary Report* <u>Attendance</u> Summary Report absences, tardies, early leaves, partial days absences, partial days present, days enrolled and the percent present. A date range parameter can be selected. This report can Classroom Attendance

(Sample) Attendance and Engagement/Participation Communication

Welcome to the 2020-2021 school year! As we begin our school year together in a distance learning/online format, please know that we are committed to supporting every student's on-going participation and learning. Here are few important updates:

Consistent with state requirements from Senate Bill 98 and California Department of Education guidance, we will offer daily live interaction for all students through Daily. Synchronous/Live Instruction. These daily, live interactions are critical for instruction. progress monitoring, and maintaining school connectedness. Students will be engaged in learning using technology that allows our teachers to connect with all students in real-time to deliver

- Direct instruction through video conferencing/internet communication
- Teacher guided peer-to-peer learning
- Whole or small-group instruction
- d. Timely, actionable feedback.

Beginning on the first day of school, August 18, 2020, student attendance will be recorded daily. Please be aware that students who do not participate in distance learning on a school day will be marked absent for that school day. In addition, parents/caregivers will receive a call notifying them of their student's absence/non-participation for that school day.

- . We are committed to fostering safe, healthy, welcoming, and affirming learning environments in every classroom and
- . We are student-focused and data-driven, striving to support all students to discover their gifts and talents, and to develop academically emotionally and socially to their fullest potential
- We strive to provide clear, consistent communication to ensure that all stakeholders effectively support student success and

IOC- Procedures for Distance/On-Line Learning Attendance Taking, Enrollment, Withdrawal, and Document Sharing - ATTACHMENT C

No Show Procedures and Withdrawals during Distance Learning

Table 1: Withdrawal	Tymon	Doggona	and Valie
Table 1: Withdrawai	ivnes	Reasons	and valid

	· · · · · · · · · · · · · · · · · · ·
	Applicable Withdrawal Reason
	Other (23) Special Education Assignment (03)
	LAUSD Adult School Diploma/HiSET Program / ACCT (28) LAUSD Adult School Non-Diploma/Non-HiSET Program (29) Affiliated Charter School (E46) Expulsion Recommendation (19) Expulsion Reinstatement by Board Action (21) Inaccurate Residence (02) Intra-District Permit, Not PWT (12) Magnet Assignment (05) Not Recommended for Expulsion by Expulsion Review Com (33) Opportunity Transfer (18) Option School (27) Other (23) Other District Expulsion Pending Board Action (34) Permit Termination (17) Permit With Transportation (PWT) (04) Public School Choice (44) Residence Change (01) Special Education Non-Public School (Sp Ed NPS) (39)
SD	Non-LAUSD Adult School Diploma/HiSET (31) Non-LAUSD Adult School Non-Diploma/Non-HiSET (42) College (Working towards AA or BA) (47) Evolution to LACCE by Board Action (35)

- ODetails procedures for:
- O Outreach to Students with Excessive
- O Absences/Non-Participation
- O Withdrawal of Students
- O Use of Parent Assurance Letter
- O No Show Procedures
- Before/After being marked as No Show





Student Health and Human Services

Distance/Online Learning
No-Show Procedures for Fall of 2020



Objectives

- O Understanding of distance learning procedures regarding no shows and whereabouts:
 - Awareness of required documentation.
 - o Awareness of due diligence before disenrolling students.
 - o Awareness of MiSiS data entry.
- O Understanding of steps and tools to identify no shows and whereabouts unknown.
- O Awareness of interventions to locate no shows and whereabouts unknown.
- O Understanding of required district forms to withdraw a student.





Flagging a No Show Student





A No Show student shall only be withdrawn upon receipt of validating documentation (i.e., records request, enrollment verification form) from the receiving school.

- O Beginning Monday, August 31, if due diligence efforts to locate the whereabouts of a student are unsuccessful, the school may mark the student as No Show or Whereabouts Unknown.
- O A <u>student will not be processed in MiSiS</u> as a No Show
 - O marked present or has attendance not submitted
 - O has grades entered
 - O Special Education student receiving transportation.
- O Schools shall continue to follow up on students on the No Show list by making daily outreach to locate all students identified.



Entering Valid Documentation into MiSiS



PAL forms initiates the request of all withdrawal types, but validation is need to process the withdrawal in MiSiS.

Withdrawal Type	Validation Documentation Requirement	Filing and Entering Receipt of Documentation
Same School (L1)	Not applicable	Enrollment Verification Letter is entered into MiSiS>
Other LAUSD School (L2)	 K-12 MiSiS Verification (Positive attendance at a K-12 LAUSD school) Enrollment Verification Letter 	Withdrawal Screen> Comment Section and filed in cumulative record (L3, L4, L5) Record Request is entered into
California Public	Enrollment Verification Letter	MiSiS>Academic>Record Request (L3, L4, L5)
School (L3)	Class schedule or Official TranscriptsRecord Request from the new school	Class Schedule or official transcript (L3)
California Private School (L4)	 Copy of CA Private School Affidavit Enrollment Verification Letter Records Request from the new school 	Copy of CA Private School Affidavit Is entered into MiSiS> Withdrawal Screen> Comment Section and filed in cumulative record(L4)
School Outside California (L5)	 Parent Assurance Letter (PAL) Enrollment Verification Letter Record Request from the new school 	Parent Assurance Letter (PALS) must be entered into MiSiS>Enrollment> Withdrawal History, filed in cumulative record and a copy kept in the attendance office in a binder (L5, L8)
Unknown or Other (L8)		



Parent Assurance Letter (PAL)

- To be used to document withdrawal, transfer and other student movement.
- Verify the identity of the person filling out form.
 Request copy of identification.
- Staff should document as much information as possible:
 - destination school name and address
 - new home address
 - new phone number
 - emergency contact information
 - if parent cannot provide address of new school and/or residence, have parent indicate city, state, and country.



	Student H	ealth and Human Services
	Parent	Assurance Letter (PAL)
Stud	ent's Name:	Date:
D.O.	B.: Grade:	Student ID Number:
I,	, declare that	am the parent/guardian/caregiver of
and	I am withdrawing this child from	due to the following reason:
Mark One	Reason for requesting withdrawal	Additional Information: Must provide city, state, and count unable to provide complete home and school address
	Enrolling in a non-LAUSD public school within the State of California (L3)	Name of new school:
	Enrolling in a private school (L4)	Address of new school:
	Moving to another state (LS)	New home address:
	Moving to another country (L5)	New phone Number:
	Other (L8): □Serious Personal Illness □ Deceased □Work □Other	Emergency contact name, relationship, phone number:
child I also prog	ren between the ages of 6-18 years old to at o understand that if I fail to compel the atter gram while in the State of California, unless th	tated in Cal. Education Code Section 48200, that requires all tend a full-time educational program unless they are exempt, advance of the child in my care to attend a full-time education he child is exempt, that I may be subject to criminal penalties, as of the State of California that the above statements
arent/0	Guardian/Caregiver's Name P.	arent/Guardian/Caregiver's Signature Date
		Office Use Only
Enrollm Class Sci Private : Cout of C Cobituar Cother D teceived	on Document Attached: art Verification (12, 13, 14, 15) = Record Request (12, 14, 15) = Record Request (12, 14, 15) = Record Request (12, 14, 15) = Record Request (13, 14, 15) = Record Recor	3,14,15)





Before Identifying a Student as a No Show

Attendance Not Submitted Report

Verify that all teachers have submitted attendance.

Master Absence Report

Determine who did not participate in distance learning.

Teacher Discrepancy
Report

Verify that all teachers have submitted accurate attendance. Ensure that discrepancies are fixed.

Verify all students are marked absent with a reason code of Uncleared

Ensure correct distance learning reason codes are being used correctly.

Follow-Up with Teacher

Review contact log notes and follow-up with teacher to gather additional information.

Whole Child Dashboard

Can we run reports of students not participating in distance learning?





School Shall Make Every Effort to Locate Students and Exercise Due Diligence

Designate staff to make phone calls.

Call all known contact numbers listed in MiSiS.

Email parent/guardian/caregiver, if a verified email address is listed in MiSiS.

Mail the Not Attending, Not Enrolled, No Show Letter.

Use Blackboard Connect.

Use Marquee or banner to post welcome back message.





Not Attending/Not Enrolled/ No Show Letter

Student Health and Human Services Policy and Procedures	Attendance Manual Appendix L-3a: Not Attending/Not Enrolled/No Show				
(SCHOOL LETTERHEAD)					
(Date) (Parent/Guardian Name) (Address) (City, State, Zip Code) RE:	Student ID #				
Education Code section 48200, it is the responsibility 6-18 years attends school every day, on time and for					
Please assist us in updating your child's record by checking the appropriate box and providing all the information applicable. If we are unable to determine that your child is enrolled and attending school he/she may be classified as a DROPOUT. Shool Planger is enrolled and attending school. School Hone Number: Nyoun you was a service of the plane in					
Program Address:	Teacher Name: Program Address: Phone:				
My son/daughter:					
☐ is medically exempt from school attendance of					
 has graduated and received his/her diploma. 	Date:(copy attached)				
	velopment (GED). Date: (copy attached)				
	not passed the California High School Exit Exam (CAHSEE)				
is 18-years-old and will not return to school					
is not enrolled in school because:					
Other (explain):					
If your child is not enrolled in school, please contact us immediately to receive support and guidance for an appropriate school plasement. Please provide your current contact information below. Current Address:					
Parent/Guardian/Caretaker:	Date:				
PLEASE CALL, FAX, OR RETURN THIS LETTER TO THE SCHOOL OFFICE. Thank you for your cooperation.					
Principal					
Office Use Only					
Case referred to:	School referral				
Verified Enrollment: Yes / No Update SSIS:					
Info Updated by: Date:					
Not Attending/	NOT ENFORCED/NO Show Letter - ENEXID				
	Page 205				

- O Use MiSiS Contact Logs to document when letter was mailed home.
- O Follow-up by verifying enrollment and enter all interventions into MiSiS Contact Logs.
- O Update MSiS Withdrawal Screen, if applicable.
- Solution of the property of





Refusal To Attend Distance Learning



Student is to remain enrolled until valid documentation is provided, and the following efforts are to be implemented:

- O Strategies to re-engage the student and family with the goal of the student participating in distance learning.
- O If applicable, referral to school mental health, nursing, wellness center, appropriate alternative educational program, academic counselor, YouthSource, FamilySource, e.g.







Five Column Roster



- O Classroom rosters should be used to capture manual attendance for students.
- O Can be used as a tool to document distance learning participation, such as phone calls, video communication, or email exchange.



MISIS Job Aids

Job Aid	Purpose
No Show Process	 Provides steps to flag a No-Show student at the beginning of the school year individually or using mass updates. Covers no show student schedule summary report. Reports available assist with re-enrolling students previously identified as No Show. How to view the previous class schedule. Provides steps on how to update the withdrawal records for No Show students.

https://achieve.lausd.net/Page/4596





Job Aids

Job Aid	Purpose
Attendance Not Submitted Report	Provides a report of teacher(s) that have not submitted attendance based on date range selected.
Master Absence Report	Provides a report of student(s) absent.
Student Marked Absent (Uncleared) Every Period Except for One Period Where They Were Marked Present (including Tardy & Left Early, or ANS Report	Provides a list of students marked absent (uncleared) every period except for one period where they were marked present or ANS error.
Five Column Report	Provides classroom rosters to be used to capture manual attendance for students.

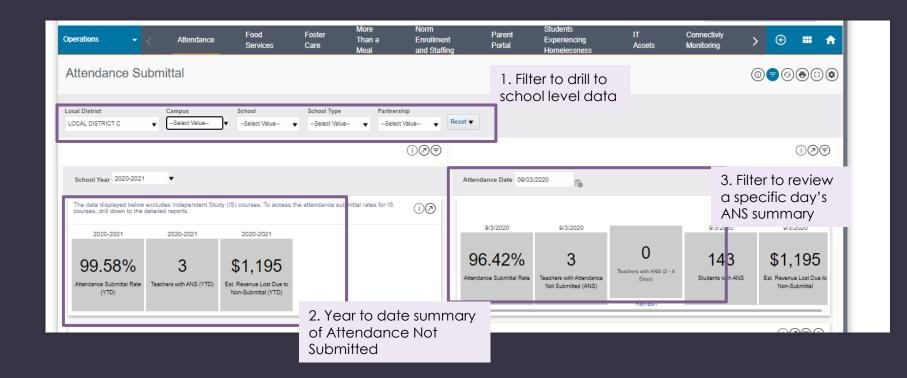


Attendance Not Submitted via FOCUS

How to Access Report

Focus.lausd.net
Operations>Attendance>Attendance Submittal

PROVIDES QUICK OVERVIEW AND TRACKING

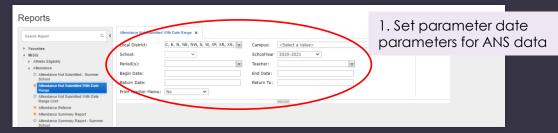


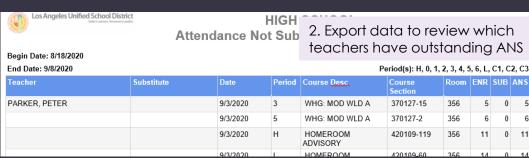
Attendance Not Submitted via MiSiS

- Real Time Tracking of Attendance Not Submitted
- Ability to Generate Teacher Memo for ANS
- Able to set parameters to view specific time periods of ANS

Accessing the Report

Misis.lausd.net – Log-In
Reports>Attendance>Attendance Not
Submitted with Date Range





			9/3/2020	HOMEROOM	720109-60 356				
1			Attendance No	t Submitted With Date	Range				
			High Sch	O Canall alassum a					
RF: Δtte	ndance Not Subn	nitted (ANS)	riigii ocii	5. Scroll down past data to to vic					
	RKER, PETER	miles (7 ii Ve)		and distribute Teacher ANS men					
	PRINCIPAL								
		-1 -11 1							
he syst	em is showing the	at attendance re	cords below are incomplete	or have not been submitted on the sp	pecified date(s).				
Olease r	eview vour attend	lance records a	nd undate student(s) attenda	nce in MiSiS, If unable to update in M	MiSiS provide your paper				
				eason codes, and time in/out as applic					
by 9/8/		ng student(s) at	teridance status (absence re	sason codes, and time inrout as applic	,able), and return to				
by oron									
#	Date	Period	Crs-Sec	Course Title	# Of Students with				
					ANS				
1	9/8/2020	5	3217391-2	WEB SLINGING	26				
T-4-1				-	-4-14 -5 0414 AND- 00				
rotai pe	eriods with ANS:	1			otal # of Students with ANS: 26				
□ I revi	ewed and submitt	ted the corrected	d attendance record(s) noted	d above in <mark>MiŞiŞ</mark>					
Teacher	Signature:			Date:					
□lam	unable to submit	the attendance	corrections in MiSiS attache	ed is my naner attendance record(s)					
□ I am unable to submit the attendance corrections in MiSiS, attached is my paper attendance record(s).									
Explana	tion:								
Teacher	Signature:			Date:					
reactiet	Signature			Date.					
			Attendana	Reminders					
	All teachers are	mandated by Fo		e Reminders ommission on Teacher Credentialing.	UTLA Contract, and District				

policy to take attendance dail

Frequently Asked Questions

SB 98 and Attendance

Question	Answers
Attendance policy states that teachers are to submit attendance by 3:00 p.m., but the policy also states that teachers have up to 4 days to update attendance.	Attendance shall accurately be submitted no later than 3pm Blackboard Connect calls will be made based on uncleared (UC) or no note (0) absences in MiSiS as of 3:00p.m
What documentation is required for parents/guardian to clear absences?	 Examples of documentation include: a parent note an entry by school staff regarding the reason in the contact log (i.e., parent informed staff member that student was absent due to an illness, etc.) a school absence form (i.e., half sheets created by schools) with the school staff member indicating they had contact with the parent regarding an absence *NEW* Parents can now upload absence notes through a feature in the Parent Portal.

If a parent/guardian reports to a certificated staff member that their child is having connectivity issues and cannot connect online or turn in work, will the student be marked absent or present?

What if the contact with parent was with a classified staff?

The student could be marked as <u>present for contact made by certificated staff members based on the reason provided by parent</u>.

If contact was made by classified staff, schools should establish systems to ensure that daily live interaction is made by certificated staff. School staff should document information about the call in the MiSiS contact log.

Schools shall establish systems to communicate with teachers and office personnel regarding contacts with parents by certificated personnel. These systems should include the updating of attendance records as appropriate.

We understand that daily participation may include "contacts" between employees and pupils/parents, including email contacts. The challenge is that the content of that communication is not defined in a way that helps clarify for the teacher whether to mark that student present or absent.

- For example, if a student doesn't show up to their Zoom, and doesn't submit any assignments or assessments (or otherwise demonstrate participation in online learning), BUT the teacher receives an "email communication" from the parent, how might that teacher mark that student if the email says (see below examples):
 - School site personnel can provide attendance credit for student absences due to connectivity if there is evidence of interaction. All other absences should be coded based on the Absence reason codes – Elementary and Secondary Absence Reason Codes (Attachment O) of Reference Guide 6554.4.
- Examples but not limited to:
 - O My child did not participate because they were ill.
 - O Student would be marked absence excused code 1
 - O My child did not participate because the WiFi was out (no other information given)
 - O Teacher response to email would make this as an interaction (Present), no response from teacher (absent)
 - O My child did not participate because they were helping their younger sibling with their studies.
 - O Student would be marked absent (Refer to Attachment B)
 - O My child did not participate because they are feeling overwhelmed and sad with distance learning.
 - [Email does not include any information about a child's participation, but mentions something else entirely....still technically "email communication"] Absent

Do students have up to 4 days to engage with class material and still be marked present for the day? Example: A student does not login for two days and logs in on the 3rd day and completes all the asynchronous work missed. He/she then messages the teachers and states I was experiencing a hardship of some sort (wifi/technology/electricity) and therefore were not able to log in for the missed days. Does the teacher then go back and mark the student present for the days missed?

- O The teacher should mark the student present for the day the student communicated with the teacher, (in this case, the 3rd day).
- O Schools shall establish procedures for students and families to contact teachers when experiencing any hardships (wifi/technology/electricity) so they can receive attendance participation for that day.
- O These procedures could include daily communication via email with certificated staff regarding outcomes of calls.



Thank You





Local District Central Testing Sites

- Carver MS
- Contreras LC
- Foshay LC
- Franklin SH
- Marshall SH
- Roybal LC

Kirk Nascimento Operations Coordinator

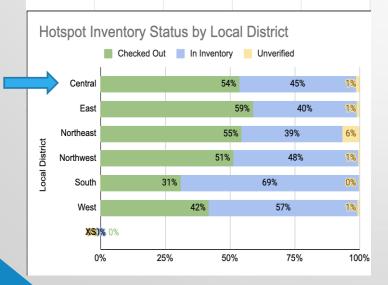
Device Inventory Management

- Inventory Certification-at 100%-Yay!
- 2. IDM Responsibilities
 - Update inventory in Remedy
 - Communicate needs regarding devices and hotspots
- 3. IDM/Technology Support:
- https://achieve.lausd.net/itam -See
 "Support" which provides resources as well as an FAQ section.

Kirk Nascimento Operations Coordinator

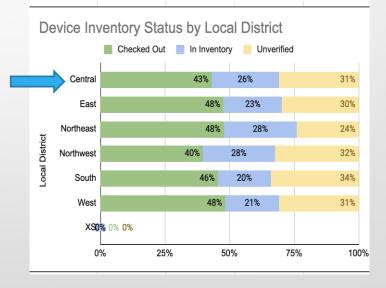
Hotspot Inventory

Hotspot Inventory: 09/08/2020 08:00 AM Hotspot Inventory Status by Local District Checked Out **Total Hotspots** Local District In Inventory Unverified Central 9,316 7,788 246 17,350 East 7,893 5,341 155 13,389 5,973 4,268 710 10,951 Northeast Northwest 4,230 3,955 48 8,233 South 4,588 10,215 32 14,835 West 4,507 6,166 81 10,754 0 XS 0 36,507 37,733 1,272 75,512 **Grand Total** 48% 50% 2%



Device Inventory

	Device	09/08/2020 08:00 AM							
Device Inventory Status by Local District									
Local District	Checked Out	In Inventory	Unverified	Total Devices					
Central	46,849	28,086	33,539	108,474					
East	52,265	24,850	32,436	109,551					
Northeast	46,268	27,432	23,104	96,804					
Northwest	39,705	27,649	32,397	99,751					
South	32,772	14,663	24,466	71,901					
West	42,548	18,308	26,999	87,855					
XS	0	0	0	0					
Grand Total	260,407	140,988	172,941	574,336					
	45%	25%	30%						



Restitution Policy

To report any damaged devices, repairs or lost or stolen devices, please refer to sections 6 and 7 of the District's Restitution Policy which is posted on the IT Asset Management website. The cost to replace various devices is:

- 1. \$250 Chromebook
- 2. \$400 WiFi iPad
- 3. \$500 LTE iPad
- 4. \$50 MiFi Hotspot

Technology Updates

- For questions, contact:
 - > Tom Castillo tom.castillo@lausd.net
 - > Jamie Campbell jamie.campbell@lausd.net
 - ➤ Michelle Gorsuch michelle.gorsuch@lausd.net
 - Kirk Nascimento ksn9141@lausd.net





http://bit.ly/SAA9-10-20

Reflection and Feedback
*Link will be emailed & accessible in the chat
Please ensure you are logged in with SSO
in Google Drive

