



Attendance

Division of Adult and Career Education (DACE) administrators, school staff, and teachers are funded by Workforce Innovation and Opportunity Act (WIOA), Carl D Perkins, and California Adult Education Program (CAEP). Attendance is the pre-requisite for these state and federal funding to consider students for outcome evaluation. Moreover, consistent student attendance has proven to be critical for their success. Therefore, accurate and timely attendance submission is crucial to ensure DACE student success.

Major Highlights:

1. Attendance submission
 - Teachers are required to submit attendance by the end of each class
 - Teachers will receive an alert to submit and certify attendance 15 minutes prior to end of each class
 - Teachers will not be able to modify or submit attendance beyond the two-day window (current and previous day) except independent study and distance learning classes
2. Attendance Monitoring
 - Teachers and Counselors are expected to reach out to students not attending for three consecutive days
 - School administrators, teachers, and counselors will receive an alert with the list of students not attending for at least three consecutive days
 - Statistical report and checklist are no longer required.