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Office of the Superintendent

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Occupational /Skills Centers, and
Regional Occupational Program

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SUBJECT: BULLETIN NO. F-5 (Rev.)
RECORDING ATTENDANCE FOR COMMUNITY
ADULT SCHOOLS, REGIONAL OCCUPATIONAL/
SKILLS CENTERS, AND REGIONAL OCCUPATIONAL
PROGRAM

DATE: June 25, 2001

DIVISION: Adult and Career Education

APPROVED: SANTIAGO JACKSON, Assistant Superintendent

For assistance regarding attendance, call the Adult and Career Education Fiscal Services Section of the Budget Services and Financial Planning Division, at (213) 202-5630. For assistance regarding the student information system, call the Adult-SIS-Section, Planning, Assessment & Research Division, at (213) 563-1600.

This revision replaces Bulletin No. 5 of the same subject, dated April 11, 1997, from the Adult and Career Education Division. The content has been updated to reflect revisions in attendance accounting and reporting.

I. INTRODUCTION

This bulletin contains information and instructions concerning student attendance records and related matters. It is issued to provide uniformity in procedures throughout the adult schools, regional occupational/skills centers, and regional occupational program of the district.

II. ATTENDANCE ACCOUNTING AND REPORTING

A. Definition of Attendance

In classes for adults, a day of attendance is 180 minutes of attendance but no student shall be credited with more than 15 clock hours of attendance per school week, proportionately reduced for those school weeks having weekday holidays on which classes are not held unless he or she is enrolled in a class in elementary subjects, a class for which high school credit is given, a class in English for foreigners, a class in citizenship, or a class in a trade or industrial subject as defined by the State Board of Education in grades 7 to 12. (Education Code Section 46190)

B. Computing ADA/Teacher Supervision

In computing average daily attendance (ADA) of a school district or county office of education, there shall be included only the attendance of pupils while engaged in educational activities required of those pupils and under the immediate supervision and control of an employee of the district or county office who possesses a valid certification document, registered as required by law. (Education Code Section 46300)

C. Classes Not Permitted

“No high school or unified school district shall report for state apportionments average daily attendance in classes: (1) if the district receives full compensation for such class from any public or private agency, individual or group of individuals, except fees authorized by Section 52612; or (2) if such classes are not located in facilities clearly identified in such a manner, and established by appropriate procedures, to insure that attendance in such classes is open to the general public.” (Education Code Section 52517)

D. Classification of students in Classes for Adults

Adult students are persons who are “18 years of age or older who are not concurrently enrolled in a regular high school program.”
(Education Code Section 52610)

Concurrent students are all persons concurrently enrolled in a regular high school program. High school students 18 years of age or older are not “adults” for purposes of this section. (Education Code Section 52610)

E. Attendance for Regularly Enrolled Students Only

The attendance of persons not regularly enrolled in a class shall not be counted. A person is regularly enrolled in a class only when his enrollment has been entered on forms which meet the requirements of the bureau or Superintendent of Public Instruction. Sign-up sheets used as a class session for attendance-keeping purposes do not constitute regular enrollment. (5 CCR 10524)

F. Reporting of Attendance

Attendance shall be reported in clock hours for pupils in classes for adults, pursuant to the Education Code (5 CCR 406):

1. If a student is enrolled in a class from 7 p.m. to 9 p.m. and he arrives at 8 p.m., he is absent a full clock hour, so is credited with one hour of attendance. If he arrives at 8 p.m. in this class and leaves at 8:15, credit 1 hour of attendance.

2. If a student is enrolled in a class for adults 6 p.m. to 8 p.m. and the student arrives at 6:45 p.m., he will be credited with 2 hours of attendance.
3. If a student is enrolled in a class for adults 7 p.m. to 9:30 p.m., and he arrives at 8:00 p.m., he will be credited with 1.5 hours of attendance. If he arrives at 8:00 p.m. and leaves at 8:30, credit 1 hour of attendance.

The only fractional attendance to be recorded is if the student's program is for more than a full clock hour, such as the many classes conducted for 2-1/2 hours.

G. Attendance Accounting in Laboratory Settings

If a laboratory-type setting is the learning modality chosen and students are scheduled to attend for a specific number of hours or fraction thereof, count a full hour's credit for any part of a scheduled hour they attend. (The only fractional attendance to be recorded is if the student's program is for more than a full clock hour, such as the many classes conducted for 2-1/2 hours.) However, if students come and go at their own discretion, on a drop-in basis, use the actual time in class by minutes.

In this way we recognize two kinds of students assigned to this kind of study environment.

(Adult Education Policy and Planning Unit Memo, 2/15/95)

III. ADULT STUDENT INFORMATION SYSTEM

A. Adult-Student Information System (Adult-SIS)

The Adult-SIS is the official student attendance record-keeping system to be used at all adult schools, regional occupational/skills centers and regional occupational program in the Division of Adult and Career Education.

B. Responsibility for SIS

The principal shall be responsible for local site registration, enrollment, attendance operations, develop implementation of local SIS procedures, and system security.

The written attendance procedure shall:

1. Specify responsibilities of participants (administrators, teachers, office staff, substitutes, etc.) in the registration, enrollment, and attendance process;

2. Outline methods for:
 - a. Registration
 - b. Enrollment
 - c. Attendance accounting
3. Be furnished in the appropriate form to every certificated staff member (including substitutes) who will have attendance-related responsibilities and to every classified staff member involved in the attendance procedure.

The principal is also responsible for training of personnel in SIS operation and the completion of self-audits each Statistical Reporting Period.

C. Registration, Enrollment, and Withdrawal

1. School personnel shall register and enroll all nonenrolled students.
2. Registration is a process during which school personnel request pupils to fill out a Computer Registration form (Form 34-AEH-17).
3. Enrollment is a process which follows registration at the school. Students are not considered enrolled until the following four steps have been accomplished:
 - a. Required registration forms have been completed, signed, and submitted.
 - b. The student's name is entered into the Adult-SIS.
 - c. The student has been assigned to a class.
 - d. The student has reported to the classroom teacher, and the teacher has entered the student's name on the Attendance/Mark Roster.
4. Enrollment does not carry over from term to term. Every student must enroll every term.
 - a. The Record of Entrance – Each student shall have attendance bubbled on the weekly Attendance/Mark Roster or a mark on the Hourly Attendance Sheet on the first day the student attends class.
 - b. The Record of Withdrawal (Drop) – Each student withdrawing from a class will have a “drop” bubbled on the roster by the teacher. If a student does not attend class for four consecutive weeks, the teacher shall drop the student from the class.

D. Attendance Recording

Every adult school shall establish an official section number for each class taught at their school. Attendance shall be taken in each section. Teachers of such sections (classes) shall:

1. Maintain a computer-generated roster for their class.
2. Be responsible for taking attendance and shall personally record attendance on the computer roster for that class.
 - a. Positive attendance shall be recorded on an hourly basis or 1/2 hour increment for each student enrolled.
 - b. Attendance shall be recorded on a computer-generated roster and/or computer generated Hourly Attendance Sheet. There are two types of rosters: the Monthly Attendance Roster and the Weekly Attendance Roster which when completed are returned to the Adult-SIS Computer office.

E. Weekly Attendance Rosters

1. Attendance shall be recorded only by the teacher (not by teacher aides, students, or any non-certificated person).
2. Attendance shall be recorded on the Weekly Attendance Form (Form 34-AEH-49) each time the class meets.
3. Add newly enrolled students to the Attendance Form as they enter class.
4. Computer Attendance Forms shall be forwarded to the Adult-SIS Computer Office at the end of each week (last day class meets each week).

F. Adult SIS Computer Office Responsibility

Adult SIS Computer Office Personnel shall:

1. Register students into the computer.
2. Enroll students into the proper section (class).
3. Print and distribute weekly attendance forms.
4. Verify that all Attendance Forms are returned to the Adult-SIS Computer Office.
 - (a) Verify that forms are completed by the teacher.
 - (b) Verify that forms are dated and signed by the teacher.

5. Add students to the Attendance whose names are handwritten by the teacher.
6. Scan forms for attendance period.
7. Run Transfer Attendance Program.
8. Print statistical reports and all other reports requested by the administration.
9. Develop, implement, and document a monthly self-audit plan.

G. Security of Equipment and Data

1. Security procedures shall be established at each site to ensure the security of computer equipment.
2. Each day's data shall be copied into a backup tape (or disk) which shall be kept at a physically secure location distant from the computer.
3. All source documents used for entering data shall be kept at least until a successful backup of data is completed.

H. Retention of Records

SOURCE OF DOCUMENT	RETENTION PERIOD*
Classification Report	Permanent
Statistical Report	Permanent
Rosters	Permanent
Hourly Attendance Sheet	Permanent
Registration Form	Permanent
Self-Audit Form	Three Years

*Retention period begins with July 1. "Year" refers to July 1 through June 30.