BuchalterNemer
A Professional Law Corporation

16435 NORTH SCOTTSDALE ROAD, SUITE 440 SCOTTSDALE, ARIZONA 85254-1754
TELEPHONE (480) 383-1800 / FAX (480) 824-9400

File Number: A4898.1
Direct Dial Number: (480) 383-1845
Direct Facsimile Number: (480) 383-1602
E-Mail Address: *rhall@buchalter.com*

July 19, 2013

RECEIVED
JUL 19 2013

Via Hand Delivery

Ms. DeAnna Rowe
Executive Director
Arizona State Board for Charter Schools
1616 West Adams Street, Suite 170
Phoenix, Arizona 85007

Re: American Leadership Academy

Dear Ms. Rowe:

As you know, this firm has been retained to represent American Leadership Academy ("ALA") regarding its attendance issues and resulting denial of its enrollment-cap notification request and new-school-site notification request. We have met with representatives from ALA, gone over pages and pages of information, asked a great many questions, and believe that we now have an understanding of the situation. There was definitely no ill will or improper motive by ALA. They identified a problem—their students' attendance—made a good-faith effort to fix the problem, including hiring (other) counsel; developed a new policy; but faltered in the execution of that policy. ALA now believes that it has completely corrected the problem, can demonstrate that there was no intent to try to "game the system," and would like its enrollment-cap notification request and new-school-site-notification request to be reconsidered at the August 12 Board meeting in light of the facts and circumstances that have become known since the July 8 meeting. A summary of what this firm learned follows.

ALA had been noticing that attendance was becoming a problem. Students were missing school and when contacted, parents did not seem to care. Parents were also pulling their students out of school for no good reason: vacations, trips to see relatives, and "just because." This was causing our students to suffer academically, and ALA knew that it had to implement new policies to correct this trend.

While ALA has made tremendous progress and growth over the last year, there have of course been some challenges along the way. Unlike many district schools, ALA does not have truancy officers on staff. It has always had policies in place to help mitigate students missing school, but those policies were doing little to deter repeat offenders from showing up to school

very late or not at all. They even tried reward programs for perfect attendance, with only moderate success.

Throughout the first semester of this year ALA heard from its teachers over and over about their frustration with students not showing up to school or showing up late. The teachers love their students and want to see them succeed. When students are not present, though, they cannot learn. To make matters worse, once they do show up they often need remediation, which delays the learning of the rest of the class.

As ALA approached winter break, it was clear that additional action needed to be taken. They wanted to ensure that whatever policy was adopted would be in line with Arizona law. To this end, they secured the legal services of Udall Shumway. After deep discussion and several revisions, early in the second semester an aggressive truancy and absence policy was completed. The policy outlined a process whereby students would be un-enrolled after 10 consecutive absences or total absences adding up to ten percent of the school year. The students could be re-enrolled provided they signed an attendance agreement and abided by the terms of that agreement.

The policy was rolled out to the campus administrators, who were tasked with implementing it at their campuses. Explanations were given to each office's staff. In retrospect, front-office training should have been more in-depth, as front-office staff were the people that actually carried out the new policy. The front-office staff's lack of a full understanding of the policy led to inconsistency of implementation across the various campuses, and errors in administering the policy.

On Friday, February 22 of this year, American Leadership Academy—Queen Creek High School un-enrolled 44 students who had 15 or more absences throughout the school year. Administration at the site pulled an absence report from our student information system, Infinite Campus ("IC"), to determine which students needed to be un-enrolled. Using this list, staff began un-enrolling students beginning with those who had the most absences to those who had least. Approximately 13 students on that list (for a total of 57) were not un-enrolled by administration because their parents had previously communicated with administration the reasons for the absences (e.g., chronic illness, withdrawal by parents for reason other than attendance, etc.).

A list of those 57 students, including their 2012 AIMS scores, are included as Enclosure A, and the parental explanations referred to above, as documented by school personnel, are included as Enclosure B. (Student names and ID numbers have been redacted from Enclosure A. Student names and dates of birth have been redacted from Enclosure B and SAIS ID numbers inserted instead.) As the list shows, those scores cover the entire spectrum, from one un-enrolled student who "exceeds" in all four areas to another student who had two

"falls far below" and two "approaches," plus everything in between. The list also shows that the students were un-enrolled simply on the basis of the number of absences they had (as shown on the Infinite Campus student information program). There was certainly no effort to "game the system" by only un-enrolling students with poor AIMS scores, and the list reflects that.

According to the policy that had been developed, before those un-enrolled students could be re-enrolled, they were supposed to sign an attendance contract. As noted, above, however, the high school in Queen Creek apparently did not fully understand that aspect of the policy. As a result, on Monday, February 25, staff at ALA—Queen Creek re-enrolled all students that had been withdrawn. Once the students were re-enrolled, the SAIS application threw out a barrage of error codes, which caused ALA administrative personnel to contact the Queen Creek campus and direct them to immediately cease implementation of the policy. At that time, ALA administration was focused on figuring out what had caused the onslaught of error codes, and did not realize that the students had been re-enrolled without attendance contracts being in place.

As an explanation not an excuse, the Queen Creek staff was undergoing some significant changes at the time the new policy was being rolled out. The receptionist, who is involved in office functions, was changed, and the school was transitioning to a new registrar. These changes, taking place at the same time as new attendance procedures were being implemented, contributed to a "perfect storm" of events that led to the policy not being followed in the way it should have been.

At the July 8, 2013 meeting of the Arizona State Board for Charter Schools, much of the questioning revolved around the process for choosing which students were un-enrolled. The ASBCS staff report indicated that in addition to the 44 that were un-enrolled, there were another 108 that were not un-enrolled, some of whom had a greater number of absences than those that were un-enrolled. This was the first knowledge ALA had that there were other students who had excessive absences as well. In reliance on the Infinite Campus program, they thought that the 57 it had identified were all of them.

After investigation—which necessarily took place after the Board meeting, since that was the first they knew of the discrepancy—ALA has found that the problem is due to a difference in reporting from what the ASBCS staff was looking at and what site-level administrators had access to. Specifically, ASBCS staff was looking at SAIS-level data while ALA site administration was only looking at reports run through the Infinite Campus system. The report obtained from IC only indicated a total of 57 students with absences greater than 15 days of school. As such, site administration acted on the information they had available to them and un-enrolled students from greatest number of absences to least, skipping those described above whose absences had been sufficiently explained by their parents.

While ALA staff was investigating the error codes, a disgruntled employee noticed the attendance changes in the IC system. The employee, whose contract had not been renewed for the following school year, decided to harm the organization, contacted Charter Board staff, and made false allegations that ALA was trying to manipulate its A-F letter grade through attendance. The employee also reported false accusations about ALA to the Arizona Charter Athletic Association and the Arizona Attorney General's Office, both of whom quickly dismissed his accusations as the spurious complaints of a disgruntled employee.

Very soon after learning of the allegations made by this employee, representatives of the Charter Board staff visited the ALA Queen Creek campus to investigate the validity of the employee's assertions. ALA fully cooperated with the Charter Board staff, and on the advice of that staff immediately reversed the actions taken under the new attendance policy. This consisted of removing the un-enrollment codes from the system so that it was if the un-enrollment and re-enrollment had never occurred. This process took some time, and ALA worked closely with James Heck of the Department of Education to make sure it was done correctly.

The process of reversing the un-enrollments caused Charter Board staff to uncover concerns pertaining to the process of moving students from half-day kindergarten to full day kindergarten as well as other issues. In all cases ALA diligently worked to address those concerns in order to be in full compliance with the Charter Board staff's recommendations. Although that process took some time as well, it was completed and ALA believed that Board staff's concerns had been fully addressed.

Given the facts and circumstances—and particularly given that ALA administration had no knowledge that the IC system was reporting different absences than the system being used by the Charter Board staff, ALA can see where some might think that it was attempting to "game the system."

ALA wishes to be clear, however, that its policy was in no way an effort to distort or alter its A-F letter grade. Had the policy been an effort to distort data, ALA would have only withdrawn under-performing students. But that was not the case. The policy was administered independent of student academic performance, and a simple review of student AIMS data shows that both high-performing and low-performing students were un-enrolled.

Since making the false allegations against ALA, the disgruntled staff member has formally withdrawn his previous allegations. Regardless, those allegations brought to light flaws in ALA's attendance reporting, and ALA has taken concrete steps to ensure that its absence policies and procedures are in place and being followed. Specifically, ALA has written a new truancy and absence policy in conjunction with ASBCS staff, and has also updated staff handbooks. A copy of that new policy, as contained in the ALA Parent-Student Handbook, is

included as Enclosure C. Also included as part of C is the acceptance page that each student and his or her parent must sign acknowledging the policies in the Handbook. ALA has also conducted training with all front-office staff on the new policy, and has also given training to site administrators. A copy of the front-office procedures (which includes the policy from the Parent-Student Handbook) is included as Enclosure D, and a copy of the PowerPoint presentation used to train front-office staff is included as Enclosure E.

It is and always has been ALA's goal to be 100% compliant with all state laws and Charter Board mandates. While the process of reviewing and correcting data has not been particularly fun, ALA appreciates the opportunity to learn and grow. Additional personnel have been moved into its compliance and reporting department to ensure that no further problems arise. Finally, ALA has opened up a help ticket with Infinite Campus to determine why the report administration pulled did not include all pertinent information. They have already completed the process of fixing all errors in the system for the 2012-13 school year under ASBCS staff supervision, and we are committed to ensuring complete data accuracy moving forward.

In light of the foregoing, ALA respectfully requests that its enrollment-cap notification request and new-school-site notification request be reconsidered at the August 12, 2013 meeting of the Arizona State Board for Charter Schools.

Sincerely,

BUCHALTER NEMER
A Professional Corporation

By
Roger W. Hall

RWH/jkg
Enclosures

cc: ALA Administration *(w/enclosures via e-mail only)*

ENCLOSURE A

QCHS Un-enrolled student list

Name		Student #	Grade	Days Missed	SIAS ID	FAY	MATH	READING	WRITING	SCIENCE		
			8	32	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
			7	30	24568470	0	FFB	M	#N/A	M		
			7	25	39838513	1	M	M	#N/A	M		
			7	24	35686279	1	E	E	#N/A	M		
			7	24	24581523	1	A	M	#N/A	M		
			8	24	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
			8	24	38278433	1	A	M	M	#N/A		
			10	24	23364943	1	FFB	M	FFB	M		
			7	23	26631455	1	M	M	#N/A	M	Had contact with parents	
			10	23	39592118	1	M	M	M	M		
			12	23	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Withdrawn 12/20/2012	
			11	22	#N/A	#N/A	MEETS 10/25/12	EXCEEDS 2/29/12	MEETS 2/28/12	FFB 4/11/12	Medical Problems, Parent Contact	
			12	22	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Withdrawn 11/30/2012	
			7	21	29578825	1	E	E	#N/A	M		
			10	21	10889299	1	A	M	M	M		
			8	20	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Withdrawn 1/18/2013	
			8	20	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
			9	20	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Medical Issues, Not tested on AIMS	
			10	20	38453410	1	FFB	A	FFB	A		
			10	20	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
			11	20	37356705	1	#N/A	#N/A	#N/A	A		
			11	20	#N/A	#N/A	MEETS 10/25/12	MEETS 10/24/2012	MEETS 10/23/2012	FFB 4/11/2012		
			11	20	20621599	1	M	#N/A	#N/A	#N/A		
			8	19	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
			8	19	26092751	1	E	M	M	#N/A		
			10	19	10307434	1	A	M	FFB	M		
			7	18	24630498	1	FFB	M	#N/A	A		
			8	18	22470874	1	M	M	M	#N/A		
			9	18	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Not tested on AIMS	
			11	18	24943963	1	EXCEEDS 4/10/2012	M	MEETS 2/25/2013	MEETS 4/11/2012	Parent contact	
			7	17	22531063	0	A	M	#N/A	M	Parent Contact	
			8	17	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Ralph Met	
			8	17	39902078	1	M	M	E	#N/A		
			8	17	22510808	1	FFB	A	A	#N/A		
			8	17	22543974	0	M	M	M	#N/A		
			9	17	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Not tested on AIMS	No Contact
			9	17	#N/A	0	#N/A	#N/A	#N/A	#N/A	Not tested on AIMS	Parent Contact
			10	17	10281185	1	FFB	A	FFB	A		
			12	17	20377373	1	FFB	#N/A	#N/A	#N/A		
			7	16	26651996	0	M	M	#N/A	M		
			7	16	22539663	1	A	M	#N/A	M		
			7	16	24567442	0	A	M	#N/A	M		
			8	16	24304344	1	FFB	A	A	#N/A		
			8	16	21621338	1	FFB	A	FFB	#N/A		
			8	16	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
			9	16	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Not tested on AIMS	
			10	16	11050162	1	A	M	#N/A	M		
			11	16	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
			7	15	24128179	1	A	M	#N/A	A		
			7	15	25077315	1	FFB	M	#N/A	A		
			7	15	20281113	1	M	M	#N/A	M		
			7	15	24857642	1	E	M	#N/A	M		
			8	15	30610286	1	A	M	A	#N/A		
			9	15	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Not tested on AIMS	
			10	15	10701003	1	E	E	E	E		
			10	15	11718772	1	A	M	FFB	M		
			11	15	26631493	1	FFB	M	#N/A	A		
			12	15	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	Kicked out of home/ Family concerns	
			12	15	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		

ENCLOSURE B

AMERICAN LEADERSHIP ACADEMY

SCHOOL ATTENDANCE POLICY EXEMPTION

Student: 26631455 D.O.B.

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Medical - Recurring cough

Parent's view of attendance difficulties:

Medical

School staff input regarding attendance difficulties:

Student in good standing

MEANS TO RECTIFY ATTENDANCE DIFFICULTIES:

Student agrees to address the above attendance concerns. He/She will: (explain below)

Make up missed work

Parent responsibility regarding attendance concerns. Parent will: (explain below)

Should student accrue additional days tardy, or incur additional unexcused absences, the Administration of American Leadership Academy reserves the right to enforce the documented truancy policy.

AMERICAN LEADERSHIP ACADEMY

SCHOOL ATTENDANCE POLICY EXEMPTION

Student: 28135252 D.O.B.

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Doctor & Therapy Visits

Parent's view of attendance difficulties:

Doctor & Therapy Visits

School staff input regarding attendance difficulties:

Consistently makes up work.

MEANS TO RECTIFY ATTENDANCE DIFFICULTIES:

Student agrees to address the above attendance concerns. He/She will: (explain below)

Continue to make up missed work
Attend tutoring as needed

Parent responsibility regarding attendance concerns. Parent will: (explain below)

Schedule appointment after school as possible

Should student accrue additional days tardy, or incur additional unexcused absences, the Administration of American Leadership Academy reserves the right to enforce the documented truancy policy.

Revised 8/07

AMERICAN LEADERSHIP ACADEMY

SCHOOL ATTENDANCE POLICY EXEMPTION

Student: 20708023 D.O.B. _____

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Tonsilectomy

Parent's view of attendance difficulties:

School staff input regarding attendance difficulties:

MEANS TO RECTIFY ATTENDANCE DIFFICULTIES:

Student agrees to address the above attendance concerns. He/She will: (explain below)

Complete make-up work

Parent responsibility regarding attendance concerns. Parent will: (explain below)

Should student accrue additional days tardy, or incur additional unexcused absences, the Administration of American Leadership Academy reserves the right to enforce the documented truancy policy.

AMERICAN LEADERSHIP ACADEMY

SCHOOL ATTENDANCE POLICY EXEMPTION

Student: 20999681 D.O.B.

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Medical - physical therapy

Parent's view of attendance difficulties:

Physical therapy for foot

School staff input regarding attendance difficulties:

Student completes make up work

MEANS TO RECTIFY ATTENDANCE DIFFICULTIES:

Student agrees to address the above attendance concerns. He/She will: (explain below)

Continue to make up missed work

Parent responsibility regarding attendance concerns. Parent will: (explain below)

Schedule sessions after school as possible

Should student accrue additional days tardy, or incur additional unexcused absences, the Administration of American Leadership Academy reserves the right to enforce the documented truancy policy.

AMERICAN LEADERSHIP ACADEMY

SCHOOL ATTENDANCE POLICY EXEMPTION

Student: 24943963 _____ D.O.B. ___

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Multiple Illnesses; Dr. visit on 11/14 to determine cause.

Parent's view of attendance difficulties:

Struggling with medical issues

School staff input regarding attendance difficulties:

Student completes make up work

MEANS TO RECTIFY ATTENDANCE DIFFICULTIES:

Student agrees to address the above attendance concerns. He/She will: (explain below)

Student working with Dr.
Continue make up work

Parent responsibility regarding attendance concerns. Parent will: (explain below)

Should student accrue additional days tardy, or incur additional unexcused absences, the Administration of American Leadership Academy reserves the right to enforce the documented truancy policy.

AMERICAN LEADERSHIP ACADEMY

SCHOOL ATTENDANCE POLICY EXEMPTION

Student: 22343833 D.O.B. ___

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Medical Dr visit on 10/5/12 & 11/2/12

Parent's view of attendance difficulties:

Multiple Illness

School staff input regarding attendance difficulties:

MEANS TO RECTIFY ATTENDANCE DIFFICULTIES:

Student agrees to address the above attendance concerns. He/She will: (explain below)

Make up missed work

Parent responsibility regarding attendance concerns. Parent will: (explain below)

Continue medical treatment for return to consistent attendance.

Should student accrue additional days tardy, or incur additional unexcused absences, the Administration of American Leadership Academy reserves the right to enforce the documented truancy policy.

AMERICAN LEADERSHIP ACADEMY

SCHOOL ATTENDANCE POLICY EXEMPTION

Student: 20950804 D.O.B. _____

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Chronic illness - flu/cold being passed through family

Parent's view of attendance difficulties:

School staff input regarding attendance difficulties:

Student completes make up work in a timely manner.

MEANS TO RECTIFY ATTENDANCE DIFFICULTIES:

Student agrees to address the above attendance concerns. He/She will: (explain below)

Student will complete make up work.

Parent responsibility regarding attendance concerns. Parent will: (explain below)

Should student accrue additional days tardy, or incur additional unexcused absences, the Administration of American Leadership Academy reserves the right to enforce the documented truancy policy.

AMERICAN LEADERSHIP ACADEMY

SCHOOL ATTENDANCE POLICY EXEMPTION

Student: 22531063 _ D.O.B. _____

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Chronic illness - Flu/cold being passed through family.

Parent's view of attendance difficulties:

School staff input regarding attendance difficulties:

Student completes make up work in a timely manner.

MEANS TO RECTIFY ATTENDANCE DIFFICULTIES:

Student agrees to address the above attendance concerns. He/She will: (explain below)

Student will complete make up work

Parent responsibility regarding attendance concerns. Parent will: (explain below)

Should student accrue additional days tardy, or incur additional unexcused absences, the Administration of American Leadership Academy reserves the right to enforce the documented truancy policy.

AMERICAN LEADERSHIP ACADEMY

SCHOOL ATTENDANCE POLICY EXEMPTION

Student: 22651754 D.O.B. _____

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Medical - Illness, back trouble

Parent's view of attendance difficulties:

School staff input regarding attendance difficulties:

MEANS TO RECTIFY ATTENDANCE DIFFICULTIES:

Student agrees to address the above attendance concerns. He/She will: (explain below)

Student to make up missed work.

Parent responsibility regarding attendance concerns. Parent will: (explain below)

Should student accrue additional days tardy, or incur additional unexcused absences, the Administration of American Leadership Academy reserves the right to enforce the documented truancy policy.

ENCLOSURE C

ATTENDANCE AND TARDIES

The importance of school attendance is not only integral to student achievement and academic success, but Arizona state law requires it (see ARS 15-802 and 15-803.) It is critical that students are afforded all possible instructional time and avoid wherever possible unnecessary absences. It is ALA's policy that students attend school punctually and regularly except in cases of significant illness, bona fide emergency or authorized family/religious event. Students absent for ten or more consecutive days without a valid excuse may be withdrawn from school.

ABSENCES

School's Responsibility

The school will attempt to contact the parents/guardians by phone to verify all unexcused absences K-8. 9-12th grade will be notified through our Infinite Campus Student Information System by email or auto generated message. An automated message will be sent to parents prompting them to call and excuse their students in case of absence. It is our goal to complete attendance before 10:00am in grades K-6. Attendance is taken each period throughout the day for grades 7th-12th.

Parent's/Guardian's Responsibility

Parents/guardians are asked to call the attendance office by 9:00 a.m. each day that their child is absent. A 24-hour voicemail service is available for their convenience. *Parents have 24 hours to call the front office after the absence to excuse their students absence.* Voicemail messages should include the following:

- Student's name
- Grade
- Date(s) of the absence
- Reason for absence
- Parent/guardian name
- Teacher/homeroom teacher (7th-12th, 1st hour teacher) name

Exempt from Activities

Students who are absent from school more than 50% of the day of an activity may not attend activities planned on that day, such as, but not limited to:

- Afternoon classroom party
- School dance
- Sporting event (See Athletic Handbook)
- After-school club

Excused Absences

An absence will be considered excused when it is due to an illness, doctor/dental appointments (a note may be required), religious observances, or family emergencies (death, court appearance, etc.). Please exercise prudence when considering the attendance of your child in cases of illness. We appreciate your cooperation in keeping contagious children at home. *Be advised, students with the following symptoms may be*

sent home: Fever of 99.9 or higher, vomiting, diarrhea, persistent cough, any undiagnosed rash, red or swollen eyes with discharge (symptoms of conjunctivitis or pink eye), lice, and any other symptoms suggestive of acute illness.

Unexcused Absences
An absence will be considered *unexcused* for any other reason than those noted above. Family vacations and extended holidays outside of scheduled school breaks will be considered unexcused, *unless receiving prior authorization by an Administrator with plans to complete all classwork within the excused timeframe.*

Truancy
A student is considered truant who has been absent from school without valid excuse for more than 3 school days during a school year. Title 14 Chapters 17. A student who is unaccounted for in assigned class period for 15 minutes or more is also considered Truant.

Excessive Absences
Excessive absence is defined as 9 days per semester or 18 days per year regardless of whether they are ***excused or unexcused***. Unexcused absence may result in disciplinary action such as student being placed under an attendance contract, possible loss of credit and/or a report being filed with state or local government. * *Be advised, students re-enrolling in subsequent years following an Attendance Contact will lose priority enrollment status and will be relegated to enrollment as a first year student.*

** Exceptions: Absences or tardiness for purposes of chronic or long-term illness that are accompanied by a Chronic Illness Form and physicians note will be exempt from this policy. Please contact the school Front Office for more information.*

Absence Matrix K-12: ALA will take the following action in regards to addressing absenteeism

3 unexcused days/semester	Parent Notification
5 unexcused days/semester	Parent notification and Administrator contact. Student may be designated as "Habitually Truant" per A.R.S. 15-803.
9 days (excused or unexcused)/semester	Parent/Student meeting scheduled with Administrator and student placed on an Attendance Contract. Possible referral to Truancy Officer.

TARDIES

A student is considered tardy if he or she is not **present in their classroom and prepared for instruction by 8am (High School/Junior High 8:15am.)** Students will not be admitted to the classroom after these times without first reporting to the front office and being issued a tardy slip. It is advised that student arrive on campus by 7:55am (HS/JH 8:10am) in order to make it to their classroom on time.

Excused Tardies (Elementary and JH/HS)

Parent/Guardian must **physically** sign their late students in at the front office upon arrival in order to be designated an "excused tardy." Phone calls are not acceptable.

Unexcused Tardies (Elementary)

Tardies will be considered *unexcused* when students are not signed in by a parent or guardian. Parents will be notified via email of each unexcused tardy.

Tardy Matrix - Elementary:

5 unexcused tardies/semester	Parent Notification
15 tardies (excused or unexcused)/semester	Parent Notification and Administrator contact.
18 tardies (excused or unexcused)/semester	Parent/Student meeting scheduled with Administrator, possible disciplinary action discussed, ie; attendance contract, behavior contract and/or academic contract. Possible referral to Truancy Officer.

Unexcused Tardies (JH/HS)

Tardies are considered *unexcused* when students are not signed in by a parent or guardian. Every five (5) unexcused tardies will result in a yellow card and detention. Fifteen (15) unexcused tardies will result in a red card and in-school service suspension (loss of recess, lunch duty, work detail, and/or campus beautification). Students with 15 excused or unexcused tardies will be placed on an attendance contract. Eighteen (18) excused or unexcused tardies may result in loss of credit, loss of priority enrollment status and possible referral to Truancy Officer.

Tardy Matrix – 7-12th JH/HS:

5 (unexcused) tardies/semester	Parent Notification – detention will be given for every 5 unexcused tardies.
15 (excused/unexcused) tardies/semester	Parent Notification and Administrator contact, possible disciplinary action discussed, ie; attendance contract, behavior contract and/or academic contract.
18 (excused/unexcused) tardies/semester	Parent/Student meeting scheduled with Administrator, Possible loss of credit and loss of priority enrollment status. Possible referral to Truancy Officer.

Students K-12 who are absent from school more than 50% of the day of an activity may not attend the activity, such as, but not limited to: an afternoon classroom party; a middle school dance or sporting event; or an after-school club. See Athletic Handbook for eligibility details.

AMERICAN LEADERSHIP ACADEMY

Policies & Procedures Acceptance Signature Page

Student Name: _____**(Print) Date:**_____

Grade/Teacher:_____

Parent/Student Handbook Acceptance:
By signing below, I, a student of American Leadership Academy, acknowledge and agree to the following: I have read the Parent/Student Handbook, I understand and agree to abide by the rules, values and statutes contained therein. I understand that failure to abide by the principles outlined in the Parent/Student Handbook may result in disciplinary action, up to and including expulsion.

_____Student Signature _____ Date

By signing below, I acknowledge and agree to the following: I have read and understand the Parent/Student Handbook available on our website www.alaschools.org.* I understand that my child will be held responsible for abiding by the rules, values, and statutes contained therein and may be subject to disciplinary action, up to and including expulsion for violations of such. I agree to assist my child in the fulfillment of the duties and obligations as outlined, to include specifically but not be limited to: compliance with school dress code, attendance and tardy policies, transportation policies, behavioral guidelines and the required academic standard. Additionally, I agree to abide by the guidelines established for parents, specifically the completion of service hours, conduct on campus and participation in parent-teacher conferences. *I understand our primary form of communication with parents is through your student's planner, email, Constant Contact and Infinite Campus.*

Dress Code Policy/Outerwear Policy:
By signing below, I acknowledge that I have read, understand and agree with the terms of the Dress Code/Outerwear Policies available on the website.*

Release of Liability and Physical Education Waiver:
By signing below, I acknowledge that I have read, understand and agree to the terms of the Release of Liability and Physical Education Waiver available on the website.*

Infinite Campus Usage Policy and Technology Usage Policy:
By signing below, I acknowledge that I have read, understand and agree to the terms of the Infinite Campus User Agreement and Technology Use Agreement available on the website.*

Media/Directory Information:
During the school year, the School may compile non-confidential student directory information that may be used for the school yearbook, directory information, athletic/activity rosters, school programs, newsletters and occasionally television and school website. Student directory information may be requested by third parties such as colleges, universities, scholarship committees, the military, newspapers, or other similar entities. According to State and Federal laws, student directory information (as designated by the school) may be released to third parties without permission of parents/guardians or eligible students. However, if a parent/guardian or eligible student does NOT wish to have such information released to third parties, ALA will honor that request. **ITEMS CHECKED BELOW WILL NOT BE DISTRIBUTED AS DIRECTORY INFORMATION.**

I request that ALA **NOT RELEASE** the directory information checked below relating to the above named student:
_____ Student Picture (except for yearbook; if you **do not** want your child's name and picture to be in the school yearbook, please submit your request in writing to the Director)
_____ Directory Information (student/parent name, address, telephone numbers and email addresses)
_____ I do not want my child's name, address and phone number provided to military recruiters *(high school only)*
_____ I do not want my child's picture published on the ALA School Website or on television

_____ Parent/Guardian Signature _____ Date

All policies and waivers are available on our website at* ***www.alaschools.org* *or you may obtain a copy from the front office.*

ENCLOSURE D

AMERICAN LEADERSHIP ACADEMY

OFFICE HANDBOOK: ATTENDANCE

Attendance Policy:

ATTENDANCE AND TARDIES

The importance of school attendance is not only integral to student achievement and academic success, but Arizona state law requires it (see ARS 15-802 and 15-803.) It is critical that students are afforded all possible instructional time and avoid wherever possible unnecessary absences. It is ALA's policy that students attend school punctually and regularly except in cases of significant illness, bona fide emergency or authorized family/religious event. Students absent for ten or more consecutive days without a valid excuse may be withdrawn from school.

ABSENCES

School's Responsibility

The school will attempt to contact the parents/guardians by phone to verify all unexcused absences K-8. 9-12th grade will be notified through our Infinite Campus Student Information System by email or auto generated message. An automated message will be sent to parents prompting them to call and excuse their students in case of absence. It is our goal to complete attendance before 10:00am in grades K-6. Attendance is taken each period throughout the day for grades 7th-12th.

Parent's/Guardian's Responsibility

Parents/guardians are asked to call the attendance office by 9:00 a.m. each day that their child is absent. A 24-hour voicemail service is available for their convenience. *Parents have 24 hours to call the front office after the absence to excuse their students absence.* Voicemail messages should include the following:

- Student's name
- Grade
- Date(s) of the absence
- Reason for absence
- Parent/guardian name
- Teacher/homeroom teacher (7th-12th, 1st hour teacher) name

Exempt from Activities

Students who are absent from school more than 50% of the day of an activity may not attend activities planned on that day, such as, but not limited to:

- Afternoon classroom party
- School dance
- Sporting event (See Athletic Handbook)

- After-school club

Excused Absences

An absence will be considered excused when it is due to an illness, doctor/dental appointments (a note may be required), religious observances, or family emergencies (death, court appearance, etc.). Please exercise prudence when considering the attendance of your child in cases of illness. We appreciate your cooperation in keeping contagious children at home. *Be advised, students with the following symptoms may be sent home: Fever of 99.9 or higher, vomiting, diarrhea, persistent cough, any undiagnosed rash, red or swollen eyes with discharge (symptoms of conjunctivitis or pink eye), lice, and any other symptoms suggestive of acute illness.*

Unexcused Absences: An absence will be considered *unexcused* for any other reason than those noted above. Family vacations and extended holidays outside of scheduled school breaks will be considered unexcused, *unless receiving prior authorization by an Administrator with plans to complete all classwork within the excused timeframe.*

Parent/guardian must call the school *prior to or within 24 hours of absence to excuse the student.*

Unexcused Absences

An absence will be considered *unexcused* for any other reason than those noted above. Family vacations and extended holidays outside of scheduled school breaks will be considered unexcused, *unless receiving prior authorization by an Administrator with plans to complete all classwork within the excused timeframe.*

Truancy

A student is considered truant who has been absent from school without valid excuse for more than 3 school days during a school year. Title 14 Chapters 17. A student who is unaccounted for in assigned class period for 15 minutes or more is also considered Truant.

Excessive Absences

Excessive absence is defined as 9 days per semester or 18 days per year regardless of whether they are ***excused or unexcused***. Unexcused absence may result in disciplinary action such as student being placed under an attendance contract, possible loss of credit and/or a report being filed with state or local government. * *Be advised, students re-enrolling in subsequent years following an Attendance Contact will lose priority enrollment status and will be relegated to enrollment as a first year student.*

** Exceptions: Absences or tardiness for purposes of chronic or long-term illness that are accompanied by a Chronic Illness Form and physicians note will be exempt from this policy. Please contact the school Front Office for more information.*

Absence Matrix K-12: ALA will take the following action in regards to addressing absenteeism

3 unexcused days/semester	Parent Notification
5 unexcused days/semester	Parent notification and Administrator contact. Student may be designated as "Habitually Truant" per A.R.S. 15-803.
9 days (excused or unexcused)/semester	Parent/Student meeting scheduled with Administrator and student placed on an Attendance Contract. Possible referral to Truancy Officer.

TARDIES

A student is considered tardy if he or she is not **present in their classroom and prepared for instruction by 8am (High School/Junior High 8:15am.)** Students will not be admitted to the classroom after these times without first reporting to the front office and being issued a tardy slip. It is advised that student arrive on campus by 7:55am (HS/JH 8:10am) in order to make it to their classroom on time.

Excused Tardies (Elementary and JH/HS)

Parent/Guardian must **physically** sign their late students in at the front office upon arrival in order to be designated an "excused tardy." Phone calls are not acceptable.

Unexcused Tardies (Elementary)

Tardies will be considered *unexcused* when students are not signed in by a parent or guardian. Parents will be notified via email of each unexcused tardy.

Tardy Matrix - Elementary:

5 unexcused tardies/semester	Parent Notification
15 tardies (excused or unexcused)/ semester	Parent Notification and Administrator contact.
18 tardies (excused or unexcused)/ semester	Parent/Student meeting scheduled with Administrator, possible disciplinary action discussed, ie; attendance contract, behavior contract and/or academic contract. Possible referral to Truancy Officer.

Unexcused Tardies (JH/HS)

Tardies are considered *unexcused* when students are not signed in by a parent or guardian. Every five (5) unexcused tardies will result in a yellow card and detention. Fifteen (15) unexcused tardies will result in a red card and in-school service suspension (loss of recess, lunch duty, work detail, and/or campus beautification). Students with 15 excused or unexcused tardies will be placed on an attendance contract. Eighteen (18) excused or unexcused tardies may result in loss of credit, loss of priority enrollment status and possible referral to Truancy Officer.

Tardy Matrix – 7-12th JH/HS:

5 (unexcused) tardies/semester	Parent Notification – detention will be given for every 5 unexcused tardies.
15 (excused/unexcused) tardies/ semester	Parent Notification and Administrator contact, possible disciplinary action discussed, ie; attendance contract, behavior contract and/or academic contract.
18 (excused/unexcused) tardies/ semester	Parent/Student meeting scheduled with Administrator, Possible loss of credit and loss of priority enrollment status. Possible referral to Truancy Officer.

Students K-12 who are absent from school more than 50% of the day of an activity may not attend the activity, such as, but not limited to: an afternoon classroom party; a middle school dance or sporting event; or an after-school club. See Athletic Handbook for eligibility details.

DISCIPLINE

- ☐ Communication is key. Document all communications.
- ☐ Run "Attendance Letters" for 3, 5, 9-day letters every day.
- ☐ For 3-day letter, attempt to contact parent(s) in person or via telephone. Mail letter.
- ☐ For 5-Day letter, provide list of students to Admin for phone contact. Mail letter.
- ☐ For 9-Day Letters, provide lis of students and supporting documentation (previous communications etc) to Administration. Administrator will schedule a face-to-face meeting with parents and create an attendance contract. Mail letter.
- ☐ If attendance contract is not followed, report excessive truancies to state agencies.
- ☐ NEVER UN-ENROLL STUDENTS FOR EXCESSIVE ABSENCES UNLESS THEY HAVE 10 OR MORE CONSECUTIVE UNEXCUSED ABSENCES! NEVER UN-ENROLL STUDENTS WITHOUT WRITTEN AUTHORIZATION FROM DISTRICT REGISTRAR.
- ☐ Students absent for 10 or more consecutive school days without a valid excuse or contact with a parent/guardian may be withdrawn per A.R.S.15-901. *"Withdrawals include*

students formally withdrawn from schools and students absent for ten consecutive school days, except for excused absences identified by the department of education."

Daily Attendance Procedures:

Attendance calls must be completed within the first 2 hours of the students' first class for K-8th *(9-12 will receive a courtesy call/email via IC letting them know their student missed one or more periods on that day)*

Student Attendance Log

- Start a new Attendance sheet each morning. Check Email/Voicemail for Attendance messages. Log all incoming attendance calls on Attendance Sheet prior to teachers submitting attendance.
- Enter in SIS.

Student Sign In/Out Log

- Start a new Sign In/Out sheet each morning. Students MUST be signed in/out of school by parent or legal guardian once school has started.
- Tardy students must have a Tardy Pass filled out prior to going back to class. *Teachers will not admit tardy students without a Tardy Pass.*

Teachers must take attendance within **first 15 minutes of class**.

Go to **Attendance>Classroom Monitor by 8:15am/8:30am for HS**

- Check to see if everyone has taken attendance (Green=yes, Red=no)
- Call teachers who have not taken attendance

Go to **Attendance>Daily Attendance**

- Check your Student Attendance Log for students who have already called in with an excuse, enter into IC
- Click on their yellow "A"
- Here you can change student from Absent to Tardy or Present, Give them an excused absence or tardy and add comments, like "per mom, sick or per mom, ortho, on vacation, etc.
- Click "Fill down" (HS ONLY)
- Click Save and move on to the next student.....
- Once you have entered all students you have excuses for or changed absences to tardies, Click on **Caller Report and Print**
- Continue checking VM/email (24-hour attendance line) for messages

- (IC will auto-generate an email at **9am** to send to parents with students marked with a yellow "A" (unknown). This will hopefully generate a phone call from the parent excusing the student.)
- From here you call parents/guardians of students marked with a YELLOW "A" (unknown), notifying them their student is absent and requesting an excuse. Leave a message to call you back to excuse the absence if no contact.
- Note "Left MSG" or write excuse and person contacted on CALLER REPORT next to student name. (This will also serve as "proof" we did our due-diligence—no need to transfer information to Attendance Log)
- Once you are done calling, go back into DAILY ATTENDANCE and make changes as you did above to Excused or Unexcused absence, comments (Left MSG or per mom, sick, Suspended, On Vacation, etc)

Continue entering Late/Excused students in IC from Student Sign In/Out Log all day until 2pm

- *Phone calls to parent/guardian should be done within 2 hours of school starting for K-8 students. 9-12 is contacted as a courtesy.*
- Leave message to call us back if no answer
- If parent says their child should be at school, reassure parent it may just be a mistake and **calmly** put parent on hold, call the Teacher. If you have any questions if a student is really absent – its best to call teacher first.

HS/MS: Check **Daily Attendance** Report hourly – Check for Unknown Absences

- Follow up and report any missing/cutting students to Administration

Check **Daily Attendance** Report again for PM KG at Elementary schools, follow same steps

Check **Daily Attendance** Report at end of day

- Check for any unexcused absences/lates
- Change to excused or remove
- Print **Summary Report (on Daily Attendance page)**, staple Summary Report on top, Caller Report, Attendance Log and Student Check-in/Out Log and file daily. Attendance Records must be kept for 4 years.
- ***ALL STUDENTS*** **MUST BE MARKED EITHER UNEXCUSED OR EXCUSED.** There should be no yellow visible on the Daily Attendance page by the end of the day, only red and green. Everyone should have an excused absence or tardy with a comment or unexcused absence or tardy with "Left MSG" by their name
- *Everything needs to match on* ***Summary Report****/Student Check-in/out Log and IC*

- *Accuracy is vital for reporting accurate information to the ADE!!*

Students absent for *10 consecutive school days* except for excused reasons per ALA policy may be withdrawn. Let your Registrar know about these students to follow-up and notify Administration. Students may not be withdrawn without written authorization from the District registrar.

Attendance Logs should be boxed up and clearly marked with each school year for State Audits. Attendance records are maintained for 4 years.

At the end of each year, print each students attendance record and file in their CUM file.

To Run Attendance Letters (Daily). Attendance>Attendance Letters

- Choose Letter>Click on Print Letters (letters will generate only for students that match the criteria chosen for the letter. Send letters.

Absence Notification Letters: Parents will be notified by mail when their student has reached 3, 5 and 9 days of absences in one semester. Attendance clerk will track and run Attendance Letters daily. On the 3rd, 5th and 9th absence attendance clerk will notify Director and upon direction from Director, send the letters. Administration will determine what disciplinary action will be taken regarding the student.

Tardy Notification Letters: Parents will be notified by mail when their student has reached 5, 15 & 18 days in one semester. Attendance clerk will run the wizard, print the letters and notify Administration. See Matrix for Tardiness for your school in Parent/Student Handbook. Administration will determine what disciplinary action will be taken regarding the student.

To determine tardy/absent (full-day or half-day):

ADE School Finance Manual (pg 34):
If attendance for all pupils in the school is based on half days, the attendance of at least three-quarters of the instructional time scheduled for the day shall be counted as a full day's attendance and attendance at a minimum of one-half but less than three-quarters of the instructional time scheduled for the day equals one-half day of attendance.

- Attendance for at least 75% of the instructional time scheduled for the day is counted as a full day (1) of attendance and (0) absence is reported.
- Attendance for at least 50%, but less than 75% of the instructional time scheduled for the day is counted as a half day of attendance (0.50) and a half day (0.50) of absence is reported.
- Record a full day (1) of absence for a student that is in attendance for less than 50% of the instructional time scheduled for the day.

Example: K-5th Grade: Divide day in ½ AM/PM, divide AM/PM in half. Determine times (Ex. 9:40am 12:50pm) If student is signed in before 9:40 they are **Tardy**, if they are signed in after 9:40 they are **Absent** for **HALF-DAY**. If they are signed out after 9:40am, they are present for AM, but **Absent Half-Day** for PM.

KG AM/PM: Same as above

MS/HS: Attendance is taken each period.

First two weeks of School

For reporting purposes, it is extremely important that the attendance data for the first 10 days of school is extremely accurate. As this is the period during which many changes are being made within the SIS, it is imperative that a paper record be kept in conjunction with the digital record. As such, every teacher is required take attendance both on paper and within Infinite Campus. Teachers must use the following codes when completing paper attendance:

"E" first time student attends class.
"A" Absent any time after the first day attended
"P" Present
"T" Tardy – Must be signed into office by a parent/guardian and may not be admitted to classroom without pass from office.

Manual attendance logs must be given to the Office Manager at each campus. The office manager must then scan all attendance logs and email them to the District Registrar.

Weekly Attendance Procedures:

The office manager is responsible for ensuring the accuracy of attendance data on their campus. As such, they should check attendance records each week to ensure that all policies and procedures are being followed.

Monthly Attendance Procedures:

Error Log

The Error Log tool may be used by administrators to view recent activity and errors related to synchronization and messaging. The District Registrar will run the report each month and review items specific to each campus with the Office Manager from each campus.

To Run an Error Log Report

PATH: *System Administration > Data Interchange > Error Log*

The **Filter** field of the Error Log has two settings:

- *All Entries* - displays all log entries related to synchronization and messaging within the system.
- *DIS/ZIS Server Entries Only* - displays only the log entries of the data interchange server.

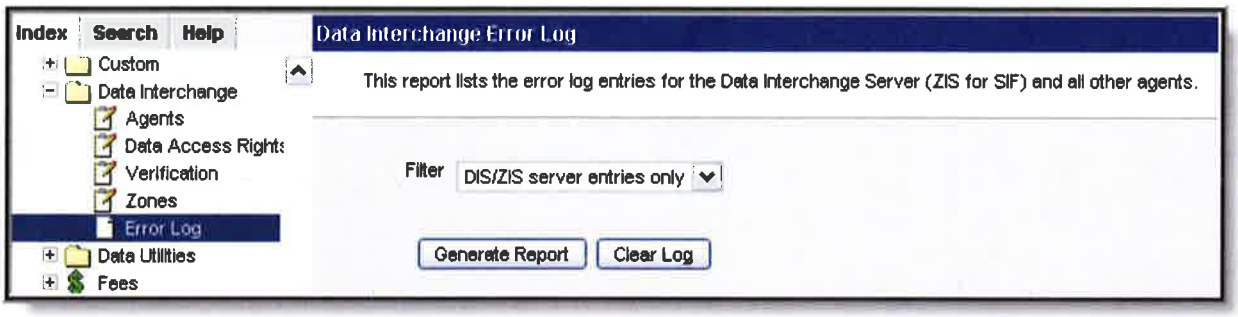
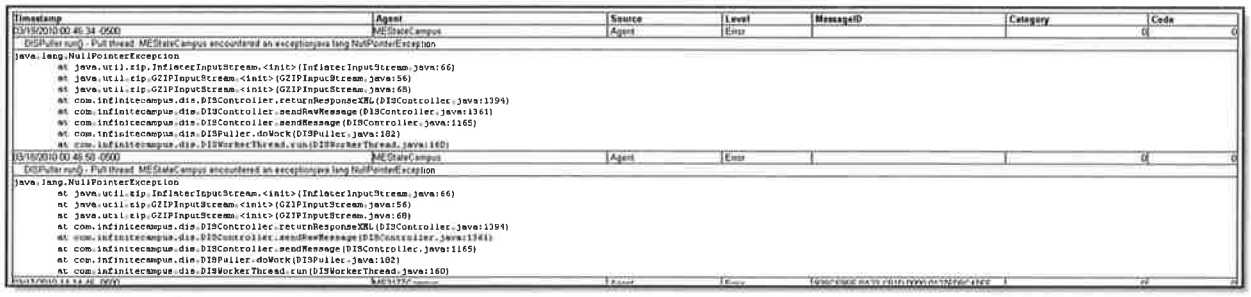


Image 1. Error Log

To generate the log:

1. Select a **Filter**.
2. Click **Generate Report**. The log will be generated.



To clear messages from the log:

1. Select a **Filter**.
2. Click **Clear Log**. The log will be cleared and only new messages will appear.

72 Report

In conjunction with the Error Log, the 72 Report accessed through SAIS provides error codes pertaining to data interchange between the SIS and SAIS. This report must be ran following each upload of data to the state to identify any potential errors and remedy them as soon as possible.

The 72 report will be ran by the District Business Manager and reviewed with the District Registrar each month.

ENCLOSURE E

AMERICAN LEADERSHIP ACADEMY

ATTENDANCE PROCEDURES

Objectives and Results

- Objective
  - Participants will understand ALA policies relating to attendance and student withdrawals.
- Results
  - Participants will be able to consistently and accurately administer ALA attendance policies.

Attendance Policy

- **ATTENDANCE AND TARDIES**

The importance of school attendance is not only integral to student achievement and academic success, but Arizona state law requires it (see ARS 15-802 and 15-803.) It is critical that students are afforded all possible instructional time and avoid wherever possible unnecessary absences. It is ALA's policy that students attend school punctually and regularly except in cases of significant illness, bona fide emergency or authorized family/religious event. Students absent for ten or more consecutive days without a valid excuse may be withdrawn from school.

Attendance Policy

- **School's Responsibility**

The school will attempt to contact the parents/guardians by phone to verify all unexcused absences K-8. 9-12th grade will be notified through our Infinite Campus Student Information System by email or auto generated message. An automated message will be sent to parents prompting them to call and excuse their students in case of absence. It is our goal to complete attendance before 10:00am in grades K-6. Attendance is taken each period throughout the day for grades 7th-12th.

Attendance Policy

- **Parent's/Guardian's Responsibility**

Parents/guardians are asked to call the attendance office by 9:00 a.m. each day that their child is absent. A 24-hour voicemail service is available for their convenience. *Parents have 24 hours to call the front office after the absence to excuse their students absence.* Voicemail messages should include the following:

- Student's name
- Grade
- Date(s) of the absence
- Reason for absence
- Parent/guardian name
- Teacher/homeroom teacher (7th-12th, 1st hour teacher) name

Attendance Policy

- **Exempt from Activities**

Students who are absent from school more than 50% of the day of an activity may not attend activities planned on that day, such as, but not limited to:

- Afternoon classroom party
- School dance
- Sporting event (See Athletic Handbook)
- After-school club

Attendance Policy

- **Excused Absences**

An absence will be considered excused when it is due to an illness, doctor/dental appointments (a note may be required), religious observances, or family emergencies (death, court appearance, etc.). Please exercise prudence when considering the attendance of your child in cases of illness. We appreciate your cooperation in keeping contagious children at home. *Be advised, students with the following symptoms may be sent home: Fever of 99.9 or higher, vomiting, diarrhea, persistent cough, any undiagnosed rash, red or swollen eyes with discharge (symptoms of conjunctivitis or pink eye), lice, and any other symptoms suggestive of acute illness.*

Attendance Policy

- **Unexcused Absences**

An absence will be considered *unexcused* for any other reason than those noted above. Family vacations and extended holidays outside of scheduled school breaks will be considered unexcused, *unless receiving prior authorization by an Administrator with plans to complete all classwork within the excused timeframe.*

Attendance Policy

- **Truancy**

A student is considered truant who has been absent from school without valid excuse for more than 3 school days during a school year. Title 14 Chapters 17. A student who is unaccounted for in assigned class period for 15 minutes or more is also considered Truant.

Attendance Policy

- **Excessive Absences**

Excessive absence is defined as 9 days per semester or 18 days per year regardless of whether they are ***excused or unexcused.*** Unexcused absence may result in disciplinary action such as student being placed under an attendance contract, possible loss of credit and/or a report being filed with state or local government. * **Students may not be un-enrolled for excessive absences unless they have 10 consecutive unexcused absences.** *Be advised, students re-enrolling in subsequent years following an Attendance Contact will lose priority enrollment status and will be relegated to enrollment as a first year student.*

Attendance Policy

Absence Matrix K-12

3 unexcused days/semester	Parent Notification
5 unexcused days/semester	Parent notification and Administrator contact. Student may be designated as "Habitually Truant" per A.R.S. 15-803.
9 days (excused or unexcused)/semester	Parent/Student meeting scheduled with Administrator and student placed on an Attendance Contract. Possible referral to Truancy Officer.

NEVER UN-ENROLL A STUDENT WITHOUT WRITTEN AUTHORIZATION FROM THE DISTRICT REGISTRAR!!! THE ONLY TIME STUDENTS MAY BE UN-ENROLLED FOR ATTENDANCE IS IF THEY HAVE 10 CONSECUTIVE UNEXCUSED ABSENCES.

Procedures - Daily

- Teachers take attendance within first 15 minutes of class.
- Late students sign-in at front office and are issued a tardy slip.
- Attendance clerk retrieves messages from attendance line – enters onto Daily Attendance Log and into SIS.
- After the first 15 minutes of class, access "Classroom Monitor" report and call teachers that have not taken attendance.

Procedures - Daily

- Access "Daily Attendance" tab in SIS, click on "Caller Report" and print.
- Call parents for students without excuse.
- Enter information obtained from phone calls into SIS.
- Phone called MUST be completed within the first 2 hours of school.
- At HS/MS, attendance report must be checked each period.

Procedures - Daily

- At end of day, print "Summary Report" and submit to Office Manager. Office Manager with verify accuracy of information.
- Staple summary report to the caller report, attendance log, and student check-in/out log.
- File reports in file-room
- Attendance report must be kept for 4 years. At the end of the year box records and label clearly with content and school year. Box must remain in locked room to protect student information.
- ACCURACY, ACCURACY, ACCURACY!

Procedures - Weekly

- Office manager must check attendance to ensure accuracy.

Procedures - Monthly

- Office Manager review "Error Report" with District Registrar to ensure the accurate reporting of attendance data to SAIS.
- Registrar will review "72 Report" with Business Manager
- Business Manager will make any necessary changes in SAIS system.

Disciplinary Measures

- Communication is key. Document all communications.
- Run "Attendance Letters" for 3, 5, 9-day letters every day.
- For 3-day letter, attempt to contact parent(s) in person or via telephone. Mail letter.
- For 5-Day letter, provide list to administration who will make contact with parents. Mail letter.

Disciplinary Measures

- For 9-Day Letters, provide list and supporting documentation (previous communications etc) to Administration. Administrator will schedule a face-to-face meeting with parents and create an attendance contract. Mail letter
- If attendance contract is not followed, report excessive truancies to state agencies.
- NEVER UN-ENROLL STUDENTS FOR EXCESSIVE ABSENCES UNLESS THEY HAVE 10 OR MORE CONSECUTIVE UNEXCUSED ABSENCES! NEVER UN-ENROLL STUDENTS WITHOUT WRITTEN AUTHORIZATION FROM DISTRICT REGISTRAR.

Data Redundancy (1st 10 Days)

- It is extremely important to have accurate attendance data for the first 10 days of school.
- Attendance must be taken in duplicate (both manually and electronically) and submitted to the front office.
- Attendance logs for the first 10 days must be scanned and emailed to District Registrar and filed on-site.

Attendance Codes (Paper Attendance)

- "E" first time student attends class.
- "A" Absent any time after the first day attended
- "P" Present
- "T" Tardy – Must be signed into office by a parent/guardian and may not be admitted to classroom without pass from office.

Questions/Discussions

- Question One
  - Discussion
- Question Two
  - Discussion
- Questions Three
  - Discussion