

SDUSD Attendance Codes

The following table lists the district's attendance codes. These codes are used in PowerSchool. An asterisk (*) signifies that the code is funded by the state and is not considered an absence. For questions on when to use a specific code, please contact the **Pupil Accounting Department** for more information at (619) 725-7575 or go to the Pupil Accounting website: www.sandi.net/pupil.acct.

There are various places in PowerSchool that differentiate between excused absences, unexcused absences, and tardies. This table also identifies the attendance codes that PowerSchool classifies as excused absences, unexcused absences, and tardies.

CODE	DESCRIPTION	EXCUSED ABSENCE	UNEXCUSED ABSENCE	TARDY
	Present			
A	Unverified Absence Raw absence. Don't know why student absent.		X	
B	Bus did not pick up student Absent entire day.	X		
C	Completed Independent Study (CIS)* Credit has been earned. Five days or more. Charter Schools are one day or more.	X		
D	Detained in School Office* Principal, VP, Nurse, Counselor.			
E	Excused Personal or family emergency. Polinsky Center and 1st grade physical exclusion.	X		
F	Field Trip*			
G	CIS No Credit Earned Credit not yet earned or Credit denied. No penalty to student.	X		
H	School Sponsored Event * Participating in a school sponsored activity.			
I	Illness Doctor or Dentist appointment, Immunization Exclusion, Injury, Lice.	X		
J	Juvenile Hall	X		
K	Saturday School (makeup)* Full day absence made up at Saturday School plus four periods of Tardy.			

CODE	DESCRIPTION	EXCUSED ABSENCE	UNEXCUSED ABSENCE	TARDY
L	Late or leave early (Excused)* Late or leave early due to Dr. Appt., Dental, Bus Late.			
M	Bereavement One day for funeral held in California; three days for funeral held out of California. Use I-code for extra days if mental distress.	X		
N	In School Suspension*			
O	Other unique situation To be used for special circumstances only. Must be approved by Pupil Accounting Office.	X		
P	CIS < 5 Days Credit has been earned. Four days or less. Does not apply to Charter Schools.	X		
R	Religious Holiday approved by Board (Rosh Hashanah & Yom Kippur). Use E for any other religious or cultural holiday.	X		
S	Suspended	X		
T	Late/Tardy* 0 – 30 minutes late or leave early, unexcused.			X
U	Unexcused		X	
W	Tardy > 30 Minutes* In excess of 30 minutes, unexcused.			X
X	Exemption—Placement Pending	X		
Z	Truant Confirmed by parent.		X	

PowerSchool Attendance Reports

The following table describes PowerSchool's main attendance reports.

REPORT	PAGE REFERENCE	MAIN USE	PRINTED HOW OFTEN?			
			DAILY	WEEKLY	MONTHLY	AS NEEDED
Substitute Roster	p. 16	For visiting teachers.				X
PowerTeacher Attendance Report (Collection Status)	p. 23	To determine which teachers did not post attendance.	X			
Absentee Report (Phone Contact List)	p. 27	To clear unverified absences. Write on it as you make phone calls.	X			
Absentee Report (Master Absence List)	p. 44	To list all of the attendance entered for a particular day.	X			
Monthly Accumulative Attendance Report (MAAR)	p. 54	To calculate ADA at the end of each attendance month. This report is to be printed, then signed and dated by both the Principal and the clerk. Make a photocopy of the report for your attendance files and mail the original report to the Pupil Accounting Department, Room 1008 at the Ed Center.			X	

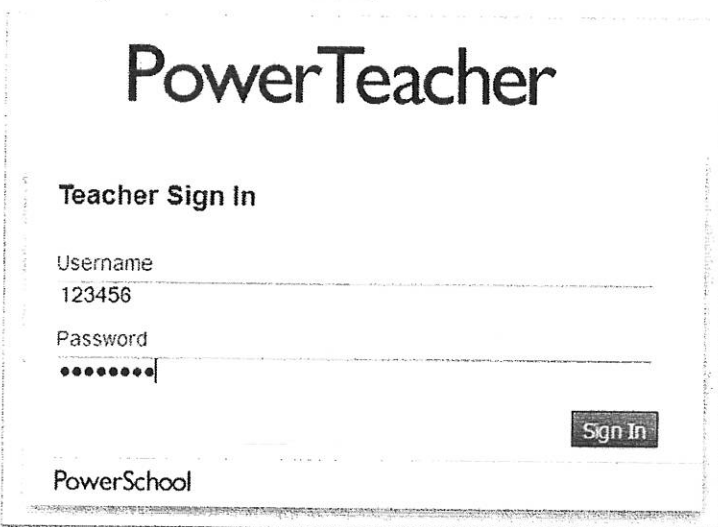
Teacher Responsibilities

Teachers are expected to post attendance by the time specified by the administration at each school site. Teachers are required to take attendance for their classes. See **Ed.Code 44809** for more information.

Teachers launch Firefox and navigate to the PowerTeacher login address:

<https://sandi.net/powerschool/teachers>

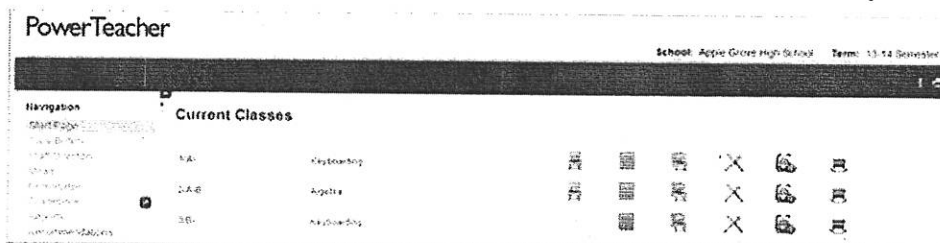
Their login screen looks like this:



The screenshot shows the PowerTeacher login interface. At the top, the text "PowerTeacher" is displayed in a large font. Below it, the heading "Teacher Sign In" is present. There are two input fields: "Username" with the value "123456" and "Password" with masked characters (dots). A "Sign In" button is located to the right of the password field. At the bottom left, the "PowerSchool" logo is visible.

They enter their district ID in the **Username** field and their district password in the **Password** field.

Teachers take attendance by clicking the chair icon or the calendar icon of a specific period.



The screenshot shows the PowerTeacher interface after login. The top bar displays "PowerTeacher" and "School: Apple Grove High School Term: 13-14 Semester 1". Below this is a "Navigation" menu on the left and a "Current Classes" section. The "Current Classes" section shows a table with columns for Class, Teacher, and a grid of icons (chair and calendar) for each period. The first row shows Class "A.A.", Teacher "Kestonberg", and icons for periods 1 through 6. The second row shows Class "A.A.B", Teacher "Argente", and icons for periods 1 through 6. The third row shows Class "A.B.", Teacher "Henderson", and icons for periods 1 through 6.

Teachers then change the **Attendance Code** in the drop-down menu from **Present** to **Unverified Absence** and then click in the empty Attendance field to the right of the students' names to mark the student with the **A** code for **Unverified Absence**.

Record Meeting Attendance: Algebra - 2(A-B)

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code Date Classes

(Present) Fri 6/28 (Today) Show Multiple Sections Submit

Students	Alerts	Attendance: Friday, June 28, 2013
Allred, Christopher N		<input type="text"/>
Anderson, Cameron		<input type="text"/>
Blauer, Ashton		<input type="text"/>
Bushman, Joshua C		<input type="text"/>
Butterfield, Nicholas D		<input type="text"/>
Dottore, Katherine		<input type="text"/>
Emch, Felicia B		<input type="text"/>
Flygare, Casey		<input type="text"/>

NOTE: Visiting teachers take attendance using a paper roster, as described on page 20.

Teachers are only allowed to mark their students *Present*, *Absent*, or *Tardy*. The default attendance code for each student is **Present**, which is indicated by no code (blank entry), (except for schools taking positive attendance). It is possible for teachers to change attendance codes for students after they have posted them any time during that day. For instance, if a student is marked absent and then shows up to class after attendance has been posted online, the teacher is able to change the student's code and re-post. This is only possible during that school day. Teachers cannot change attendance to prior days' rosters. Additionally, any attendance added or changed by an attendance clerk will overwrite the teachers' codes.

If teachers need to modify attendance on prior days' rosters, they must use the pink **Absence Report Cancellation (22-A-0690)** or the white **Absence Report by Teacher (22-A-0685)**. The attendance clerk then updates the attendance using PowerSchool and retains the documentation for the required retention period.

LAST NAME OF PUPIL		FIRST NAME	
ROOM	DATE	PERIOD	
TEACHER			

SAN DIEGO UNIFIED SCHOOL DISTRICT
ABSENCE REPORT CANCELLATION
 This report cancels a previously reported absence
 22-A-0690 SECONDARY

Form 22-A-0690

LAST NAME OF PUPIL		FIRST NAME	
ROOM	GRADE LEVEL	DATE	PERIOD
TEACHER			

SAN DIEGO UNIFIED SCHOOL DISTRICT
ABSENCE REPORT BY TEACHER
 Required by Title 5, Calif. Admin. Code Sec. 9(e)
 22A0685

Form 22-A-0685

REQUIRED PARENTAL ATTENDANCE

The Board of Education is committed to providing a safe school environment and setting expectations for appropriate student conduct. The Superintendent or designee may involve parents/guardians in student discipline as necessary to improve a student's behavior and encourage personal responsibility.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)
(cf. 5144 - Discipline)
(cf. 6020 - Parent Involvement)

When removing a student from class pursuant to Education Code 48910 for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, or willful defiance, the teacher of the class may require any parent/guardian who lives with the student to accompany the student for a portion of a school day in the class from which the student has been removed. (Education Code 48900.1)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

District and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. (Education Code 48900.1)

Legal Reference:

EDUCATION CODE

35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48900-48927 Suspension and expulsion, especially:
48900 Grounds for suspension and expulsion
48900.1 Required parental attendance
48910 Suspension by teacher

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

CSBA: <http://www.csba.org>
California Attorney General's Office: <http://www.oag.ca.gov>
California Department of Education: <http://www.cde.ca.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

REQUIRED PARENTAL ATTENDANCE (continued)

*U.S. Department of Education, Office of Safe and Drug-Free Schools:
<http://www.ed.gov/about/offices/list/osdfs>*

Policy
adopted: July 25, 2017
Effective: October 1, 2017

SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California

REQUIRED PARENTAL ATTENDANCE

Whenever a teacher requires a parent/guardian to attend a portion of a school day with his/her child for the child's commission of an act specified in Education Code 48900(i) or (k), the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is required pursuant to law. (Education Code 48900.1)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Inform the parent/guardian of the date that his/her presence is expected, the length of the visit, and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Direct the parent/guardian to meet with the principal after the visit and before leaving school
4. Direct the parent/guardian to contact the school if there are reasonable factors that would prevent him/her from complying with the attendance requirement

Attendance of the parent/guardian shall be limited to the class from which the student was removed. (Education Code 48900.1)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

Regulation

approved: July 25, 2017

Effective: October 1, 2017

SAN DIEGO UNIFIED SCHOOL DISTRICT

San Diego, California

