

2020-2021

STUDENT ATTENDANCE REPORTING PROCEDURES



**FEDERAL AND STATE COMPLIANCE OFFICE
MIAMI-DADE COUNTY PUBLIC SCHOOLS**

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

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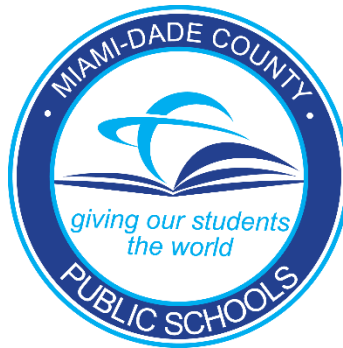
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INTRODUCTION

Attendance is critical to the academic success of students. By attending school and class every day, students are more likely to keep up with the daily lessons and assignments and achieve academic success starting in kindergarten and continuing through high school. The Miami-Dade County Public Schools (M-DCPS) District has a vision whereby each student engages in a rigorous course of study in preparation for a myriad of successful post-secondary options.

During the **2020-2021** school year, the M-DCPS District will incorporate multiple instructional models in response to the COVID 19 pandemic. The instructional models include, **My School Online (MSO) (Remote instruction)** and the **Traditional Schoolhouse (In-person instruction)**. As the District continues to monitor community transmission conditions, we will continue to provide updates to parents regarding the stages and any adjustments to the instructional models. To capture student attendance to school and classes during each stage, the District will follow established attendance protocols and procedures as defined in School Board Policy, 5200 – Attendance.



The 2020-2021 school year will begin on Monday, August 31st, with M-DCPS students attending school remotely and utilizing the District's My School Online (MSO) distance learning instructional model, under Stage I. From August 31st, to the end of the Stage I phase, students will attend school online during regular school hours and follow a standard school bell schedule. Official school attendance will be recorded and maintained for all classes assigned.

Once local conditions support a physical reopening, students whose parents selected the Schoolhouse Model will begin to report for in-person instruction for five days a week, while following health guidelines to maintain the safety of students and staff. The earliest tentative Stage II start date is October 5, 2020. Once in Stage II, the Schoolhouse Model will require a physical return of students and staff to the school campus and the classroom where students will interact directly, but safely, with their teacher(s) and classmates. Students whose parents selected the My School Online option, will continue receiving remote on-line instruction. For both models, the school day will follow a standard school bell schedule.

Florida Law (Section 1003.21, Florida Statutes) states that children of compulsory school age must attend school regularly during the entire school term. As such, M-DCPS maintains an affirmative obligation to inform parents of student absences, and to ensure that the compulsory attendance laws are enforced. Raising standards and promoting a high level of student achievement are paramount in all District initiatives. Ensuring good student attendance is a means of improving student performance and is critical in raising student standards.

The procedures in this handbook convey the process schools will follow regarding student attendance. The Federal and State Compliance Office (FASCO) will update, as needed, attendance protocols and procedures communicated in this document through the year. Should you require assistance implementing the student attendance reporting procedures, please call the Federal and State Compliance Office at **305-883-5323**.

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I. STUDENT MEMBERSHIP

A student is considered in membership for a given school on the first day the student attends classes. To ensure uniform recording of entry and withdrawal dates, the following procedures must be followed.

Entries

Entry date will be the first day the student attends classes.

Withdrawals

Withdrawal date will be the school day following the last day the student is in membership. This date and the appropriate code must be entered into DSIS in a timely manner.

If a student withdraws from school on a day the student is in attendance, the appropriate withdrawal code must be recorded on the day following the last day of the student's membership.

If a student is withdrawn while absent, record the withdrawal code on the day following the day it was officially determined that the student withdrew.

A **withdrawal is official** when one or more of the following occurs:

- ***The parent who enrolls the student and completed the Emergency Student Data Form*** notifies the school that the child is permanently leaving the school to enroll in another school;
- A request for the student's school record is received from a public or private school, in- or out-of-state, in which the student is enrolled or plans to enroll;
- The student has been promoted, graduated, has a certificate of completion, special certificate of completion, or holds a valid certificate of exemption from the superintendent as provided under Chapter [1003.21](#), Florida Statute;
- A school official determines that the child has moved and permanently left school, has died, or has become eligible for withdrawal from school under provisions of Chapter [1001.53](#), Florida Statute; or
- If a student is withdrawn with a W26 code (Enter Adult Education), a Student Declaration of Intent to Terminate School Enrollment form ([FM-5741](#)) along with the exit interview must be completed.

Note: If the "day following" falls on a day when school is not in session, record the code on the next date when school is in session.

Summary - A student is in membership in the District Student Information System (DSIS) on the entry date and is not in membership on the date of withdrawal. At the end of the school year, appropriate withdrawal codes must be recorded on the day after the last day of school. The district's graduation, dropout, and truancy rates will be generated from the withdrawal codes in DSIS.

Withdrawals of Special Note

Principals are reminded that they are to adhere to the withdrawal procedures specified below:

W26 - Adult Education Entry: Non compulsory age student who withdraws from PK-12 program to enter the adult education program prior to completion of graduation requirements. A **Student Declaration of Intent to Terminate School Enrollment** form ([FM-5741](#)) and an exit interview must be completed and **must be maintained in the student's cumulative record**.

Principals are reminded that students withdrawn with a W26 who are **not** enrolled in an academic adult education course are automatically converted to a W15 Code (non-attendance), impacting the school's dropout and graduation rates.

DNE - Did Not Enter (No Show): Any K-12 student who was expected (registered) to attend a school but did not physically attend as expected for unknown reasons.

Principals are reminded that they are to make and document efforts to ascertain the whereabouts of any student identified as a no show (DNE).

W22 - Any PK-12 student whose whereabouts is unknown.

Schools must comply with Florida Statutes [1003.24](#) and [1003.27](#) for a students whose whereabouts are unknown. Follow procedures below:

Send to the student's address of record a **CERTIFIED LETTER of non-attendance**. If the letter cannot be delivered by U. S. Postal Services, submit Request Withdrawal of Student W-22 Form (FM 7633) signed by Principal to the Federal and State Compliance Office via [Ivanti Service Manager \(ISM\)](#), along with a copy of the undelivered certified letter (see sample Exhibit #5, page 52), a copy of the SCAM indicating excessive unexcused absences and any additional evidence used to reach the parent. The Federal and State Compliance Office will withdraw the student utilizing the code W22-Whereabouts Unknown. *A copy of the undelivered Certified Letter, a copy of the SCAM indicating excessive absences and any additional evidence should be placed in the student's cumulative record.*

After conducting a home visit, it is established the student and parent(s) no longer reside at the property. Submit Request Withdrawal of Student W-22 Form (FM 7633) signed by Principal to the Federal and State Compliance Office via [Ivanti Service Manager \(ISM\)](#), along with signed documentation of the Home Visit in detail. If the home is vacant or the family has moved, the Student Case Management System in DSIS must be documented with the home-visit attempts and any additional evidence used to reach the parent. The Federal and State Compliance Office will review and withdraw the student utilizing the code W22-Whereabouts Unknown, if appropriate. *A copy of the signed and detailed Home Visit, a copy of the SCAM indicating excessive unexcused absences and any additional evidence should be placed in the student's cumulative record.*

School administration has been notified by the parent or legal guardian that the student ran away from home. Submit Request Withdrawal of Student W-22 Form (FM 7633) signed by Principal to the Federal and State Compliance Office via Ivanti Service Manager (ISM), along with a copy of the police report and a copy of the SCAM indicating excessive unexcused absences. The Federal and State Compliance Office will review the case and withdraw the student utilizing the code W22-Whereabouts Unknown. *A copy of the police report and a copy of the SCAM indicating excessive unexcused absences should be placed in the student's cumulative record.*

IMPORTANT

Only the parent who enrolls the student and completed the Emergency Student Data Form (FM-2733) may withdraw or transfer the student.

II. RECORDING OF ATTENDANCE

M-DCPS will follow established district attendance protocols and procedures as defined in School Board Policy [5200](#) – Attendance.

All absences will initially be recorded as “U” unexcused absences on the Electronic Gradebook and in the DSIS online system. The school will change the status, if appropriate, to “A” excused on receipt of a valid reason for the absence (Page 15, **TYPES OF ABSENCES** for additional information).

Stage I - Instruction and Attendance

On Monday, August 31, 2020, school will begin with M-DCPS students attending school remotely and utilizing the District’s My School Online (MSO) distance learning instructional model, under Stage I. From August 31st, to the end of the Stage I phase, students will attend school online during regular school hours and follow a standard school bell schedule.

The Official Daily School Attendance (ODSA) will be taken in the Electronic Gradebook at the beginning of the school day for elementary students and during the first block/period for secondary students. Official Daily School Attendance will be exported daily to DSIS. In addition to school attendance, class attendance will be recorded and maintained for all classes assigned using the Gradebook.



My School Online (MSO) is Miami-Dade County Public Schools’ (M-DCPS) distance learning option for those students in grades K-12 who wish to continue their education full-time through innovative learning environments but still maintain their connection to their enrolled schools. It provides an option for those parents who prefer an alternative to face-to-face instruction due to the medical vulnerability of the child or another family member who resides in the same household.

Stage I - Attendance Defined in My School Online (MSO):

While enrolled in My School Online, students are expected to:

- log into live sessions with their teachers each and every scheduled school day,
 - attend online class as scheduled;
 - be prepared to start online classes on time; and
 - demonstrate appropriate digital citizenship behavior while online.
- **MSO SCHOOL ATTENDANCE:** Daily school attendance will be taken every scheduled school day during the students’ first class of the day by his/her classroom teacher. Students are to be counted in attendance to school if they log into the first class of the day or are engaged in a school-approved educational activity which constitutes as part of the instructional program for the student. A student is considered **tardy to school** if the student is not present at the moment the attendance is taken for the first class assigned.

- **MSO CLASS ATTENDANCE:** Students will be counted in attendance to class if they log into their teacher's live sessions. In Elementary level students will log into their teacher's live session at the beginning of the school day and each time they change instructors to be considered in attendance. At the Secondary level (6-12) students will log into their teacher's live session at the beginning of each class period/block. Students must enable the camera function on their computers so that the teacher can identify them and take attendance.
- **MSO Tardy:** A student is considered tardy to school if the student is not present at the moment the attendance is taken for the first class assigned. NOTE: If a student is not present when school attendance is taken but is present later in the school day for another assigned class, that student must be considered in attendance, but tardy to school, and the absence should be changed. A student who is tardy should never remain on record as being absent to school.
- **MSO Excused Absence:** My School Online will follow established district attendance policy in regards to excused class absences as defined in School Board policy, 5200 – Attendance. If a student's excuse for being absent doesn't meet the criteria set forth in the school board attendance policy for excused absences, his/her absence will be considered unexcused. (Page 9, **TYPES OF ABSENCES** for additional information).
- **MSO Unexcused Absence:** Any student who has been absent from school will be marked with an **unexcused absence** until the required documentation is received. **Failure to provide the required documentation within *five school days* will result in an unexcused absence.**

PROCEDURES FOR PARENTS TO SUBMIT AN EXCUSED ADMIT / NOTE TO SCHOOL

Absences shall be reported to the student's enrolled school by the parent/legal guardian no later than **five (5) days** from the date of the absence. Parents will have three ways to submit an admit:

- **VIA EMAIL:** The district has developed an email resource mailbox address specific to each school's attendance office. The school's attendance email address will follow the generic email address format XXXXattendance@dadeschools.net where XXXX is the school's unique location code. For example, the attendance email address for a school with location code 4071 will be as follows: 4071attendance@dadeschools.net. Parents can send an email directly to the school's attendance resource mailbox stating the cause for the absence and attach documents. The email must include the Student's full name, MDCPS student seven-digit identification number, date of absence, and the reason for the absence. The email subject line should read "Excused Admit".
- **VIA THE PARENT PORTAL OR MOBILE APP:** A link will be available via the Parent Portal and MDCPS Mobile App for parents to submit admits directly to the school. Through the app, parents will be able to submit attachments and documents.
- **IN-PERSON:** Parents who wish to submit documentation in person, may do so at the school's attendance office.

Failure to report and explain the absence(s) shall result in unexcused absence(s). The principal of the student's school shall have the final authority for determining acceptability of the reason for the absence(s).

For school contact information and location code visit the District's School Directory at <http://www.dadeschools.net/schools/schoolinformation/>

Stage II - Instruction and Attendance

Effective Monday, October 5, 2020, M-DCPS will transition to Stage II and students whose parents selected the Schoolhouse Model will begin to report for in-person instruction, for five days a week, while following health guidelines.

Return Dates for Stage II	Student Grade Levels Returning
Monday, October 5, 2020	Elementary School: PK, K, 1 K-8 Center: PK, K, 1 Combination School: PK, K, 1 Exceptional Student Education (ESE) Modified Curriculum: (All grades)
Wednesday, October 7, 2020	Elementary School: 2, 3, 4, 5 K-8 Center: 2, 3, 4, 5, 6 Middle School: 6 High School: 9, 10 Combination School: 2, 3, 4, 5, 6, 9, 10
Friday, October 9, 2020	K-8 Center: 7, 8 Middle School: 7, 8 High School: 11, 12 Combination School: 7, 8, 11, 12

Students whose parents selected the My School Online option, will continue to follow the attendance procedures for the My School Online (remote) model when in Stage II.



TRADITIONAL SCHOOLHOUSE

MIAMI-DADE COUNTY PUBLIC SCHOOLS

This model represents a return to the school campus and the classroom where students will interact directly, but safely, with their teacher(s) and classmates. The school day will follow the standard schedule that includes all the core classes and other subject areas. In short, it represents a return to the traditional school environment – with several significant changes involving enhanced health and safety precautions.

Stage II - Attendance Defined in the Traditional Schoolhouse:

While enrolled in the Traditional Schoolhouse model, students are expected to:

- be present at school each and every day;
 - attend class as scheduled;
 - arrive at school and class(es) on time; and
 - demonstrate appropriate behavior and a readiness to learn.
- **School Attendance:** Students are to be counted in attendance to school only if they are **physically present** at school when the Official Daily School Attendance is taken for the day or when engaged in a school-approved educational activity which constitutes a part of the instructional program for the student. (Board Policy [5200](#) – Attendance).
 - **Tardy to School:** A student is considered tardy to school, if the student is not physically present when the Official Daily School Attendance (ODSA) is taken for the day but later enters the school. NOTE: If a student is not present when school attendance is taken but is present later in the school day for another assigned class, that student must be considered in attendance, but tardy to school, and the absence should be changed in DSIS and the Gradebook ODSA. A student who is tardy to school should never remain on record as being absent to school.
 - **Class Attendance:** Students are to be counted in attendance if they are **physically present** in the class, have been excused by the teacher on a class related assignment, or have been requested by a member of the school support staff for an approved school activity. Elementary school teachers are required to take attendance at the beginning of the day and whenever students change instructors. Secondary school teachers are required to take attendance each period of the school day.

[Section 1003.02\(1\)\(b\), F. S. states](#), “District school boards are authorized to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences.”

A student who has 20 or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.

- **Late Arrival and Early Dismissal** – (School Board Policy [5200](#)–Attendance, [5230](#) - Late Arrival and Early Dismissal and [5845](#) – Student Activities)

Students shall be in attendance throughout the school day. If a student is late to school or to be dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

Each student who is scheduled at a school center for instructional purposes for a partial day and at a vocational-technical center, vocational school, or community college for part of the day shall be reported as present, if in attendance.

- **Early Sign-outs:** No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

No student shall be permitted to leave school prior to dismissal at the request of, or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent is provided. No parent may have access to the student or may grant permission to allow the student to leave school prior to dismissal if there is a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary. **The Emergency Student Data Form (FM-2733) governs early release/withdraw of the students. The person who signs/verifies the form is responsible for providing information that is consistent with the most recent court order governing such matters as divorce, separation, or custody.**

No student shall be sent from school grounds to perform an errand or act as a messenger except with the approval of the principal and only for urgent and necessary school business and with the consent of the student's parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany them.

No student shall be released to anyone not authorized by the parent.

Official Daily School Attendance (ODSA)

DSIS is the official source document for the recording and submission of attendance data to the Florida Department of Education. **ODSA must be exported daily from the Electronic Gradebook.** The Electronic Gradebook is the source document for instructional staff to record attendance. The ODSA is maintained on the DSIS file.

The following procedures will allow schools to efficiently capture, update, and track official school attendance using the Gradebook (Pinnacle 8).

Official Daily School Attendance should be done at the beginning of the school day for elementary schools and during the FIRST block/period of the day for secondary schools.

▪ Elementary Schools (PK – 5) Period HR		
▪ K-8 Centers	PK-5 6-8	Period HR Period 01
▪ Middle Schools		Period 01 Block Schedule 01 and 02
▪ Senior High Schools		Period 01 Block Schedule 01 and 02
<i>Alternative/Special Ed. Ctrs.</i>		<i>Will vary based on the grade configurations</i>

- Absent students are to be marked with “U”
- Tardy students are to be marked with “T”
- Exceptions to the unexcused rule such as (E) Excused Early, (X) Religious Holidays/Military Connected Students, (I) Indoor Suspension and (O) Outdoor Suspension, (S) Special Note **must be entered manually into DSIS by the Attendance Manager.**

1) Run Attendance Tracking Report

Attendance Tracking Report is run daily to identify teacher(s) that have or have not recorded the attendance in their gradebook. **Refer to Page 33 for detailed information.** The Note- Attendance Tracking Reports part of the records for review during FTE audits

2) Correct Attendance Discrepancies – Update Daily Code

- Attendance Editor** feature can be used by the Attendance Manager to update Daily Code for an individual student without changing Class Attendance.
- Batch Attendance** feature can be used by the Attendance Manager to update Daily Code for a large number of students without touching Class Attendance.

3) Export Attendance from Gradebook. (**Only once per school day**)

- The Official Daily School Attendance should be exported from the Gradebook to DSIS **no later than noon** each day.

4) Approve/Edit Batch File (**SHOULD BE COMPLETED BEFORE 1:00 PM**)

- Attendance manager must select in the DSIS main menu, **option 2** for Daily Attendance. From the Daily Attendance Applications menu, then select **option 7** (“Scantron Transaction/Gradebook”). Approve batch file or edit to remove errors.
- To approve Batch File, press “Enter”, if any “Error Report List” appear, print, and check discrepancies. After corrections are made, space-out Student ID #’s and print your bulletin.**

Critical Incidents Impacting Student Attendance

School evacuations or other critical incidents in a school may impact attendance reporting. **Official Daily School Attendance must be reported each day.**

The Attendance Manager must use the following attendance codes:

Code	Description	Who can enter this code?
E	Excused Early	Attendance Manager-ODSA only
S	Special Note (i.e. field trip, assembly, Alternative to Outdoor Suspension, etc.)	Attendance Manager-ODSA only
I	Indoor Suspension	Attendance Manager-ODSA class only
O	Outdoor Suspension	Attendance Manager-ODSA only
M	Tardy and Excused Early	Attendance Manager-ODSA only
NS	No Show	Attendance Manager-ODSA only
X	Special Holiday Military-Connected Students	Attendance Manager-ODSA only

For students marked with an “E, S, I, O, M or X” for the official daily school attendance, teachers must use an excused absence (A or A2) for class attendance. Teachers should add a comment, to denote a reason for the excused absence.

NO SHOW Procedures and Required Actions

The No Show period for the **2020-2021** school year begins **Monday, August 31, 2020**, and will end **Friday, September 11, 2020**.

- Students that are registered but do not appear in school on the first day (August 31) must be entered as "NO SHOW" on the student calendar for the entire NO SHOW period (**August 31 – September 11, 2020**).
- The Official Daily School Attendance (ODSA) will be taken in the Electronic Gradebook. To record students as a No Show, the following actions must be taken:

Teacher Action

- Teachers must open the class designated for recording ODSA by clicking on the class tab.
- Click on **Quick Attendance** (located under Attendance).
- Click on the **No Show (NS)** code for each No Show student.
- **Important: If all students appear on the first day of school, the teacher must click on the ALL PRESENT button on the right-hand side of the page to report 100% attendance.**
- Students who continue to be No Shows must be marked in the Gradebook as **NS** through Friday, September 11, 2020 for each day the student does not enter school for the first time.
- Beginning Monday, September 14, 2020, the **NS** code will no longer be available to teachers.

Attendance Manager Action

- Run **Attendance Tracking Report** to identify teachers that haven't recorded attendance in their gradebooks.
- In the Attendance Editor, click the **Export** button to transmit attendance from gradebook to DSIS.
- The Official Daily School Attendance must be exported from the Gradebook to DSIS prior noon each day.
- **DSIS Approval/Editing of Gradebook Batches**
 - Prior to 1:00 p.m. schools must edit and approve the batch file in DSIS using the Gradebook /Scantron Transactions as follows:
 - **Select 7** from the Daily Attendance Applications Menu (press ENTER)
 - View the ID's corresponding to the batches (press ENTER)
 - View and **resolve** any errors/conflicts.
 - Delete each student ID on the **errors/conflicts page** by pressing and holding the SPACE BAR (press ENTER)

Access to Selection 7 will only be available if there are still errors/conflicts that need correction.

- Now you are ready to print your attendance bulletin.

ON THE FIRST DAY OF SCHOOL, A “NO SHOW” ATTENDANCE BULLETIN MUST BE PRINTED PRIOR TO 1:00 P.M.

WARNING: Deleting the batch on the **Scantron Batch Edit** screen will prevent the attendance from posting to DSIS. You must process the **Scantron Batch Edit Error Report**.

- **Entry After No Show**
 - **DSIS Action** – When a NO SHOW student attends school for the first time during the NO SHOW window, the Attendance Manager must enter the student using the “Entries After NO SHOW” screen on the Student Information Menu.
 - **Gradebook Action** – The Teacher will enter Attendance Code **ENT** on the first day the student attends class.
- **No Show Processing**
 - On Friday, **September 11**, ITS will automatically withdraw all No Show students that have not appeared with withdrawal code “**DNE**” and the effective date of **08/31/2020**.
 - Until the No Shows are removed the students will appear on all reports.
- **Printing a Gradebook, No Show Report**
 - Attendance Manager must print a list of all No Show students as recorded in the Gradebook following the steps below:
 - Click **New Report**
 - Click on **Administrative** category
 - Select **Daily Student Attendance Report by Period**
 - Select **Sort Option**

Charter Schools:

- Charter Schools starting school on Monday, August 24, 2020, will have a NO SHOW window of nine (9) days, from August 24, 2020 to Thursday, September 3, 2020.
- Students that are registered but do not attend school on the first day (August 24th) must be entered as "NO SHOW" on the student calendar in DSIS for the entire NO SHOW period (August 24 – September 3, 2020).
- Gradebook access will be available starting on August 31, 2020; therefore, all NO SHOW required actions need to be manually done in DSIS by Charter School staff.

Class List Summary Report for Secondary Schools ONLY

During the No Show period, schools may order the Class List Summary Report, which shows seat counts minus the No Show students as a separate report. This report can be ordered by selecting Class List in the Online Report Request System and indicating “Y” for Class List Summary Report.

Attendance Reconciliation

Procedures to update DSIS attendance using Gradebook information for a previous day:

- From Apps|Services|Sites link in the Employee Portal, log into Gradebook (Pinnacle 8) using your network credentials
- Click New Reports
- Click Administrative or a list of Reports
 - Select **Daily Student Attendance Report by Period**
 - Select the date to be updated and check the box "All Students"
 - Click Run Report
- The report will show all attendance periods, choose the **Homeroom Attendance**.
- Homeroom Attendance will be entered in DSIS as follows:
 - 2. Daily Attendance
 - 1. Categorical Update of Attendance Data
 - 1. Absent or 2. Tardy
- Once all the information is entered, print the Daily Attendance Bulletin in DSIS.

IMPORTANT NOTE: It is imperative that the **Official Daily School Attendance in the Gradebook and DSIS match**. We remind schools that attendance records are part of the FTE audit process; therefore, maximum efforts should be exercised to ensure accuracy and consistency between the Official Daily School Attendance data in the Gradebook and DSIS platforms.

Attendance Bulletin

Each school must run a daily Attendance Bulletin and maintain a copy as part of the audit trail for attendance and FTE (Full-Time Equivalent) reporting.

If the Attendance Bulletin is not requested and printed on any given day, a notification will appear on the District Attendance Report shared with Region and District staff with the notation “Schools Not Requesting Daily Bulletin”.

Any time a school is unable to enter attendance data or print the Attendance Bulletin, they should notify the Federal and State Compliance Office via [Ivanti Service Manager \(ISM\)](#) or by sending an email to studentattendance@dadeschools.net **as soon as possible**.

The Attendance Bulletins, attendance notes from parents and the summary reports must be retained at the school site for **3 fiscal years**, these documents are imperative for FTE audits.

The Attendance Bulletin should be distributed to all teachers or posted in a central location for teachers to verify student absences. A copy of the Attendance Bulletin should also be distributed to the school cafeteria manager.

Schools are encouraged to configure printers to Print the attendance bulletin as a PDF document, otherwise schools will not have access to print attendance bulletin remotely.

Attendance Corrections that Affect FTE Funding

After the last day of FTE survey week, schools **will not** have access to change the entry and withdrawal dates or attendance data that was recorded during the 11-day FTE attendance eligibility window, which includes the FTE survey week. Changes must be requested by sending Attendance Corrections forms ([FM-5556](#)) signed by the school principal to the Federal and State Compliance Office. Forms must be sent via [Ivanti Service Manager \(ISM\)](#).

	FTE Week	FTE Attendance Eligibility (11-day window)
Survey 2:	October 5-9, 2020	September 23-October 9, 2020
Survey 3	February 8-12, 2021	January 29 – February 12, 2021

End-of-year archive for the Electronic Gradebook

All attendance corrections must be completed in Gradebook before **June 10, 2021**, at that time Gradebook will be inactivated and the 2020-2021 school year will be archived.

Roadmap to Progressive Discipline:

Attendance for Student Success Center Program

All students 11 years old and over who display a Level III through IV behavior as described in the [Roadmap to Progressive Discipline](#) are eligible for the Student Success Center (SSC).

- The Student Success Center (SSC) coordinator will contact the attendance clerk at the sending school on a daily basis prior to 10:00 AM to verify that the student is in attendance. **Attendance for the students present at the SSC site will be recorded as follow:**

Gradebook - the Attendance Manager should mark the student with an “S” (Special Note) on **DAILY** (school attendance) and must **enter a comment** indicating that the student is attending the SSC. The teachers should mark the student with an “A” (Excuse Absent) because the student is not present in the class.

DSIS - the Attendance Manager should mark the student with a “+” attendance screen (PF7) to denote that a student is present at the SSC site.

- If the student is absent from the Student Success Center the student's attendance for that day only will be placed in gradebook and DSIS as a **U “Unexcused Absence.”**

Pathways Program

Students in grades 6-12 that commit the most serious infractions of the Code of Student Conduct (Levels IV and V) may be recommended for expulsion and will be placed in the Pathways Program during the period of time which would have traditionally resulted in a ten (10) day outdoor suspension during the expulsion process. Students will receive academic support, in-house counseling services and receive wrap-around services from community agencies.

- The Pathways coordinator will contact the attendance clerk at the sending school on a daily basis prior to 10:00 AM to verify that the student is in attendance. **Attendance for the students present at the Pathway site will be recorded as follow:**

Gradebook - the Attendance Manager should mark the student with an “S” (Special Note) on **DAILY** (school attendance) and must **enter a comment** indicating that the student is attending the Pathway. The teachers

should mark the student with an **“A”** (Excuse Absent) because the student is not present in the class.

DSIS – the Attendance Manager should mark the student with a “S” attendance screen (PF7) to denote that a student is present at the Pathway site.

- If **the student is absent** from the Pathways the student's attendance for that day only will be placed in gradebook and DSIS as a **U “Unexcused Absence.”**

III. TYPES OF ABSENCES

Excused Absences

Board Policy [5200](#) -Attendance, defines Excused School Absence as:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding **five** consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.

The religious holiday listed on the district's approved list of religious holidays (Exhibit #2, Page 47) are to be marked with an "X" (this attendance code may not disqualify students from Perfect Attendance recognitions/awards)

- I. Military Connected Students – M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to a total of five days of excused absences each academic year to allow families time together.
 - The absences are to be preapproved by the school principal.
 - Students shall have a reasonable amount of time, to complete make-up work.
 - Attendance Correction Form ([FM-5556](#)) will be sent to the Federal and State Compliance Office, via [Ivanti Service Manager \(ISM\)](#) for processing

Furthermore, attendance recordkeeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level. Deployment-related absences will not negatively impact a school's percent of attendance.

- J. Event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal: The student must receive advance written permission from the Principal. Examples of special events: public functions, conferences, and Regional, State and National competitions.

- K. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- L. Outdoor suspensions. (this code should not be used)
- M. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- N. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.

Every effort needs to be made by the student, parent, and school administration to avoid absences related to technical difficulties such as the lack of reliable connectivity or device accessibility.

Course Make-up for Excused Absences

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall make-up work for excused absences within a reasonable amount of time.

Unexcused Absences

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. **Failure to provide the required documentation within five school days upon the return to school will result in an unexcused absence.**

Unexcused absences include:

- Vacations, personal services, local non-school event, program, or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt).

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parent.

Course Make-up for Unexcused Absences

Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

IV. PRINCIPAL'S RESPONSIBILITIES

The principal shall be responsible for the administration of attendance policies and procedures and for the accurate reporting of attendance in the school under their direction. The principal shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be their duty to see that such instructions are followed" (State Board Rule [6A-1.044](#) Pupil Attendance Records). The principal shall verify all attendance records for accuracy to determine that attendance data is reported and recorded in accordance with the approved method of attendance recording for district wide use.

Early intervention with student attendance is the most effective way of producing good attendance habits that will lead to their improved learning and achievement.

Principal's responsibilities are defined by Board Policy [5200](#) – Attendance:

- Attendance/tardiness is taken and recorded by authorized persons at a designated time every official school day.
- A good faith effort is made to contact the parents of students absent from school every day. Parents will receive an automated telephone message notifying them when the student is absent.
- A review of classes that have excessive absences in order to determine if the quality of instructions is a factor in the failure of students to attend class on a regular basis.
- An authorized person determines the status of each absence/tardy.
- The steps outlined in Florida Statute [1003.26](#), regarding regular school attendance are implemented.
- An Attendance Review Committee is established at the school.
- Consideration of appeals made by students and/or parents regarding recommendations of the Attendance Review Committee.
- Attendance is daily recorded on the Electronic Gradebook by instructional staff.
- Documented efforts are made to ascertain the whereabouts of any student identified as a no show (DNE).
- Procedures as specified on Pages 2 and 3 are followed for any student identified as W22 - Whereabouts Unknown.
- Students withdrawing to a public school out of the District (W3A) are coded correctly and documented in DSIS.
- Students withdrawing to a public school out of Florida (W3B) are coded correctly and documented in DSIS.
- Principal should review and sign the final Tracking Report each day during the FTE eligibility period.
- Certifying Attendance.

Principal's Report on Attendance

The "Principal's Report on Attendance" will be available in Control D following the last day of each reporting period (**Product #T0525P04-01**). The report must be signed, dated, and maintained at the school site as part of the FTE audit trail.

Certification of School Attendance

Principals are required to certify student attendance after each grading period and at the end of the school year in June. The same process must be done at the end of summer school. The Principal's Attendance Report Calendar (Exhibit #3, Page 48) indicates the dates to certify attendance online.

The procedures for certifying the accuracy and completeness of the Principal's Report on Attendance through the online Certification of School Attendance are as follows:

- Sign on to DSIS, **Selection 3**, School Information.
- Select **Option 5**, Certification of School Attendance.
- Enter **"Yes"** after Certified. Press the enter key or the PF21 key. (This records the principal's employee number.)
- Please note that Principals must type "Yes" on the two fields when certifying attendance for the 4th reporting period and for the End of the School Year.



Attendance Tracking Report

Principals and FTE preparers are responsible to maintain a copy of the **Attendance Tracking Report for each of the 11 days of the FTE Attendance Eligibility Window, as part of the records for review during FTE audits.**

Please note the following:

The Attendance Tracking Report displays the teachers that have not reported attendance for the day. Elementary schools must select homeroom attendance and secondary schools must select all periods.

Truancy Intervention Program Compliance

Principals are required to complete Truancy Intervention Program Referral packets for students **who have 15 unexcused absences within a 90 calendar period**, please refer to the [Truancy Intervention Procedures Handbook](#).

V. TEACHER'S RESPONSIBILITIES

Teacher's shall encourage regular school attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.

- A. The teachers shall encourage class and school attendance with challenging and rigorous instruction and by demonstrating an interest in the welfare of students.
- B. **Elementary school teachers are required to take attendance at the beginning of the day and whenever students change instructors. Secondary school teachers are required to take attendance each period of the school day.**
- C. Upon request of the student or the parent, provide make-up assignments for excused absences/tardiness.

Course Make-up

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall make up work for excused absences within a reasonable amount of time.

Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

Teacher Gradebook

Attendance eligibility for collecting FTE is based on the official recording of the school attendance. The Official Daily School Attendance (OSDA) will be taken daily from the gradebook of the teacher providing instructional service during the first block or period of the day. **The Electronic Gradebook** is the source document for the reporting of OSDA.

Attendance information will be programmatically exported from the Electronic Gradebook to DSIS. Attendance adjustments to the DSIS system will be done by the principal's designated Attendance Manager.

The teacher's gradebook is a legal document required by state law. It can be summoned in any court case as a legal record of grades and attendance. Emphasis must be placed on accuracy, consistency, and recording of the students' attendance and must be a coordination of efforts to maintain the integrity of the gradebook.

Teachers must use the following attendance codes:

Code	Description
A	Excused Absence
U	Unexcused Absence
T	Excused Tardy
TU	Unexcused Tardy
ENT	Entered Class (During the No Show window - First two weeks of school only)
WD	Withdrawn from Class
NS	No Show. DID NOT ENTER – (During the No Show window - First two weeks of school only)

Teachers can add a comment to denote a reason for excused and unexcused absences.

Starting Pinnacle Application & Logging into Gradebook

To launch the Pinnacle gradebook application, start your Internet Browser (Google Chrome, Edge, Safari, Firefox, Opera)

- ▼ You need to access the **Employee Portal**
- ▼ Click on the **Applications/Sites Tab**
- ▼ Click on the link **Gradebook (Pinnacle)**



- ▼ Log on to Pinnacle 8 Gradebook Application

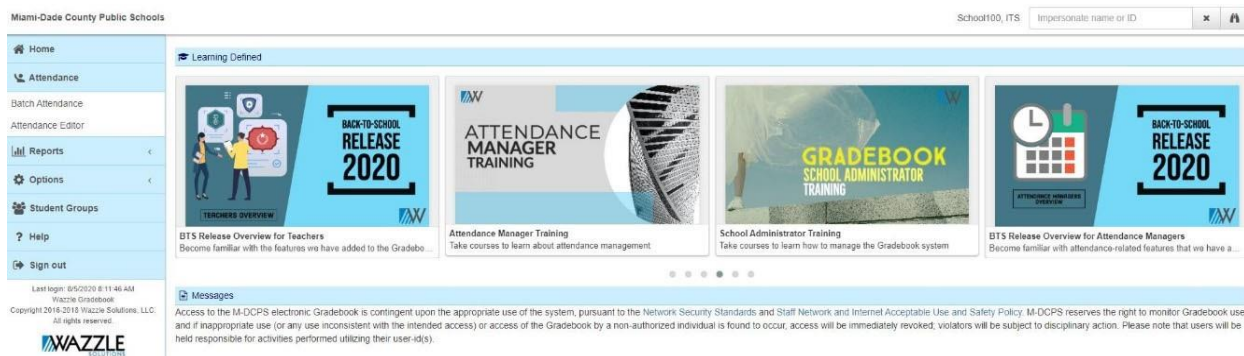
- ▼ Type your Username:
Employee number
- ▼ Type your Password:
Network Password



Gradebook Home Page - Navigation

When logged in, the Gradebook home page is displayed. A message board on the right-hand side notifies all District staff of any useful Gradebook information.

In the upper right corner of this page, as well as most other pages, is a notification of which user is currently logged in for this session, a drop-list box that allows you to impersonate a teacher, plus a **Sign out link** on the left navigation to log out of the Gradebook application.



The left-hand navigation frame displays 4 navigational icons and supported links.



The **Attendance** section:

Batch Attendance: will allow you to change DAILY or class attendance for many students at a time.

Attendance Editor: will allow you to change the Daily (ODSA) for students

The **Reports** section:

My Reports: this is where Administrative Reports are stored once they are run.

New Report: will provide a list of available reports and allow you to print or preview these reports.

Student Schedule: will allow you to view a student's schedule

Students Groups: allows a user to create, change and delete groups of students for attendance recording and tracking purposes.

Quick Attendance

Quick Attendance is where the Attendance Manager enters Official Daily School Attendance (ODSA) for substitutes.

- ▼ First, start typing a teacher's name or employee number in the Impersonating box in the upper right corner. When the teacher's name appears below, click it to select it.

Miami-Dade County Public Schools

School100, ITS

Plene, Beatriz (00051533)

Home Attendance Batch Attendance Attendance Editor Reports Options Student Groups Help Sign out

Messages

Access to the M-DCPS electronic Gradebook is contingent upon the appropriate use of the system, pursuant to the Network Security Standards and Staff Network and Internet Acceptable Use and Safety Policy. M-DCPS reserves the right to monitor Gradebook use, and if inappropriate use (or any use inconsistent with the intended access) or access of the Gradebook by a non-authorized individual is found to occur, access will be immediately revoked; violators will be subject to disciplinary action. Please note that users will be held responsible for activities performed utilizing their user-id(s).

You can also use the Advanced Search

- ▼ Click on **Quick Attendance** from the Gradebook Home Page.

Miami-Dade County Public Schools

School100, ITS

Ford, Karla (00043494)

Home Attendance Batch Attendance Attendance Editor Quick Attendance Attendance Grid Seating Chart

By Teacher By Admin

0 0

Messages

Access to the M-DCPS electronic Gradebook is contingent upon the appropriate use of the system, pursuant to the Network Security Standards and Staff Network and Internet Acceptable Use and Safety Policy. M-DCPS reserves the right to monitor Gradebook use, and if inappropriate use (or any use inconsistent with the intended access) or access of the Gradebook by a non-authorized individual is found to occur, access will be immediately revoked; violators will be subject to disciplinary action. Please note that users will be held responsible for activities performed utilizing their user-id(s).

- ▼ Select the ODSA class by using the class tabs toward the top of the screen.

Manager, Attendance

Batista, Luke (1090)

Home Attendance Grid Seating Chart Reports

02-PERS 04-PERS 06-ACTING 4 HON 06-AP MUS THEORY 07-Band

07/27/2020

All Present

Name	Day	Timeslot 2	Dismiss	Arrive	Comment
1 Aguilar, Virgil A.		U A T TU ENT WD			
2 Armas, Gaylord A.		U A T TU ENT WD			
3 Arndt, Mikel F.		U A T TU ENT WD			
4 Boatwright, Mathilde S.		U A T TU ENT WD			
5 Call, Elenor D.		U A T TU ENT WD			
6 Custis, Alex E.		U A T TU ENT WD			
7 Derringer, Leonarda K.		U A T TU ENT WD			
8 Focht, Carmine G.		U A T TU ENT WD			
9 Hayashi, Albina J.		U A T TU ENT WD			
10 Hummel, Frankie G.		U A T TU ENT WD			

- ▼ Select the appropriate attendance code to the right of the student's name by clicking on it one time. If you make a mistake, click the code again to clear it.

Manager, Attendance Batista, Luke (1090)

Home Attendance Grid Seating Chart Reports

02-PERS x 04-PERS x 06-ACTING 4 HON x 06-AP MUS THEORY x 07-Band x +

< 07/27/2020 > All Present

Name	Day	Timeslot 2	Dismiss	Arrive	Comment
1 Aguilar, Virgil A.		U A T TU ENT WD			
2 Armas, Gaylord A.		U A T TU ENT WD			
3 Arndt, Mikel F.		U A T TU ENT WD			
4 Boatwright, Mathilde S.	U	U A T TU ENT WD			
5 Cali, Elenor D.		U A T TU ENT WD			
6 Custis, Alex E.		U A T TU ENT WD			
7 Derringer, Leonarda K.		U A T TU ENT WD			
8 Focht, Carmine G.		U A T TU ENT WD			
9 Hayashi, Albina J.		U A T TU ENT WD			
10 Hummel, Frankie G.		U A T TU ENT WD			
11 Licon, Gita S.	T	U A T TU ENT WD		9:02 AM	Dr. Appointment - w/note
12 Lovelady, Andrea G.		U A T TU ENT WD			
13 McCasland, Eida E.		U A T TU ENT WD			
14 Quinones, Casey O.		U A T TU ENT WD			
15 Reichert, Pierre N.	U	U A T TU ENT WD			

- ▼ After entering an attendance code, you may enter a comment (up to 45 characters) about a student's attendance which will appear in the Parent/Student Grade Viewer in the Portal.

11	Licon, Gita S.	T	U	A	T	TU	ENT	WD		9:02 AM	Dr. Appointment - w/note
12	Lovelady, Andrea G.		U	A	T	TU	ENT	WD			
13	McCasland, Eida E.		U	A	T	TU	ENT	WD			
14	Quinones, Casey O.		U	A	T	TU	ENT	WD			
15	Reichert, Pierre N.	U	U	A	T	TU	ENT	WD			

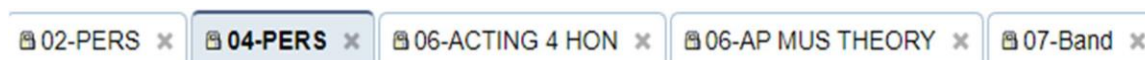
- ▼ Once attendance has been entered for a class for a date, a check mark will be displayed on the class tab.



If the teacher has 100% attendance, clicking the **All Present** button removes the teacher's name from the Attendance Tracking report.

All Present

If there is a padlock icon displayed on the class tab, this means that the date has been locked or this class, and no attendance codes may be entered from the gradebook.



Attendance Grid

The Attendance Grid screen displays all the student attendance codes entered during the marking period for a class. You may access the **Attendance Grid** from the Home Page or Quick Attendance screens.

The attendance codes are color-coded and preset to the M-DCPS approved attendance codes.

By default, the current date is the highlighted column within the current week, and the number of other date columns will depend on the display of your computer screen. Use the left and right arrows next to the date field to scroll the display one week at a time to the left or right. Jump to another date range using the calendar icon to select the date. You may enter the date into the field or enter a “Smart Date” description, such as yesterday, next Monday, last week Thursday, and tomorrow, etc. You may also use Spanish.

The screenshot shows the Attendance Grid interface. At the top, there are navigation tabs: Home, Quick Attendance, Seating Chart, and Reports. Below these, there are class tabs: 02-PERS, 04-PERS (selected), 06-ACTING 4 HON, and 06-AP MUS. A date range is set to 07/27/2020. A calendar pop-up for July 2020 is displayed, showing the current date (27) highlighted. The main grid lists 12 students with columns for dates 7/10 (Fri), 7/13 (Mon), 7/14 (Tue), 7/15 (Wed), 7/23 (Thu), 7/24 (Fri), 7/27 (Mon), 7/28 (Tue), 7/29 (Wed), 7/30 (Thu), 7/31 (Fri), and a 4th Quarter summary column. The 4th Quarter column has sub-columns A and T. Attendance codes are visible for some students: 'S' for Dunnam, Ralph J. and '2' for Engstrom, Elwood S.

If you select a class from the class tabs at the top of the screen, the date range will remain the same.

Total attendance by marking period, grouped by tardy codes and absence codes, is displayed in the column on the right. To change the marking period, click the drop-down list at the top of the column and select the marking period.

This screenshot shows a close-up of the 4th 9-Weeks drop-down menu. The menu is open, showing options for Subject Grade, 1st 9-Weeks, 2nd 9-Weeks, 3rd 9-Weeks, and 4th 9-Weeks. The current selection is 4th 9-Weeks.

Attendance codes with a red triangle in the upper right corner of the cell have a comment associated with them. Hovering the mouse cursor over the cell will display a pop-up balloon with the comment.

This screenshot shows a close-up of an attendance code 'A' in a green cell. A red triangle is visible in the upper right corner of the cell. A pop-up balloon is displayed next to the cell, containing the text 'Note from dr.'


If attendance has been entered for any date for a class, a checkmark will be displayed by the date at the top of the column.

9/13 ✓ Fri	9/16 ✓ Mon	9/17 ✓ Tue	9/18 ✓ Wed	9/19 ✓ Thu	9/20 ✓ Fri	9/23 ✓ Mon	9/24 ✓ Tue	9/25 ✓ Wed	9/26 ✓ Thu	9/27 ✓ Fri
---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------

If there is a padlock icon at the top of a column, attendance has been locked for that date, and no attendance codes may be entered.

4/29 ✓ Wed	4/30 ✓ Thu	5/1 ✓ Fri
---------------	---------------	--------------

To edit or enter any attendance codes, click the date at the top of a column to go to **Quick Attendance** for that date.



2/13 ✓ Thu	2/14 ✓ Fri	2/17 ✓ Mon	2/18 ✓ Tue	2/19 ✓ Wed	2/20 ✓ Thu	2/21 ✓ Fri	2/24 ✓ Mon	2/25 ✓ Tue
J							U	U
				U				
				U				
J				U				U

Updating Daily Code

Attendance Editor

The **Attendance Editor** feature is used to manage attendance one student at a time to update the **Daily Code** for past, current or future attendance.

Examples of when to use Attendance Editor:

- Student arrives to school late
- Student checks out early
- Indoor/Outdoor suspension
- Religious Holiday
- Special Note (Field trips or Student Success Center Program)

To update Daily Code without touching the class attendance for one or more students:

- ▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)
- ▼ From the Gradebook Home page, click the **Attendance Editor** link.
- ▼ In the **Find Student** text box (upper left-hand corner), start typing the last name or the ID number of the student. When the student's name appears below, click it to select it. Repeat this step if more students are required.

The screenshot shows the 'Attendance Editor' interface. At the top, there's a navigation bar with 'Home', 'Attendance', 'Batch Attendance', and 'Attendance Editor'. Below this, a search bar contains 'dan'. A dropdown menu lists several students: Berthold, Daniel K. (100645), Coletti, Danita T. (106265), Dorado, Danette M. (100599), Huang, Daniel M. (106925), Sigel, Dante A. (100641), and Stott, Dante M. (100699). The interface also shows a date selector for 07/27/2020 and buttons for 'Day', 'Week', and 'Export'.

- ▼ Click the cell for **Daily Code**, in the provided list in the **Code** column and select the appropriate attendance code. Repeat this step for all listed students.

The screenshot shows the 'Attendance Editor' interface with a list of students and their attendance codes. The table has columns for 'Name', 'Timeslot', 'Dismiss', 'Arrive', and 'Comment'. The 'Daily Code' column is highlighted in yellow. A green box with 'Important Notes' is overlaid on the right side of the table.

Name	Timeslot	Dismiss	Arrive	Comment
Berthold, Daniel K.				
DAILY	T	Clear		
01(Y) MARI SERV 4	U			
01(Y) OUTBOARD MARINE 4	U		10:20 AM	Dr. appt w/ note from parent
02(Y) COMM FISH 1				
03(Y) Math Coll. Success				
04(Y) AP Spanish Language				
05(Y) AP MACROECON				
06(Y) NC STUDY HALL 1				
06(Y) English 4				
07(Y) English 4				

Important Notes:
At this time, only current day absences (U) and tardies (T) are electronically uploaded to DSIS. All other codes must be manually updated in DSIS and in the Gradebook Daily Code.
Entry of arrival or dismissal time and comments are completely optional.

Batch Attendance

The **Batch Attendance** feature can be used by attendance managers to mass update students' **Official Daily School Attendance** (a.k.a. the **Daily Code**) for past, current or future attendance.

Examples of when to use Batch Attendance:

- Field Trips for a few students or a group
- Late bus

To update the Daily Reason code for a large number of students or for a group without touching class attendance.

- ▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank.)

- ▼ From the Gradebook Home page, click the **Batch Attendance** link.

- ▼ Set the **Date Range**.

- ▼ Find Class – Allows you to add attendance to all of the students in one or more classes.

- ▼ Find Student – Allows you to add attendance to one or more students that you manually choose OR... to take attendance for all of the students in a group.

The screenshot shows the 'Batch Attendance' interface in the Pinnacle Gradebook. At the top right, there is a navigation menu with 'Home' and 'Attendance' (selected). Below 'Attendance' are links for 'Batch Attendance' and 'Attendance Editor'. The main interface is divided into several sections: 'Date Range' with 'Start date' and 'End date' set to 07/27/2020; 'Students' with a 'School' dropdown set to 'West Michigan High School' and search fields for 'Find Students by Class' and 'Find Student by Group, Name, or ID'; a list of students including 'Able, Erin L. (100481)', 'Nicks, Willemse Q. (100593)', and 'TYCW'; 'Hours' with a 'Select All' button and a list of daily codes (DAILY, 01(Y), 02(Y), 03(Y), 04(Y), 05(Y), 06(Y)); 'Arrive time' and 'Dismiss time' input fields; 'Attendance' with a 'Code' dropdown set to 'A - Excused Absence' and a 'Comment' field; and buttons for 'Mark Attendance for Students' and 'Clear Selections'.

- ▼ Select **Daily** in the Hour box.
- ▼ Choose the appropriate attendance **Code**. Comments are optional.
- ▼ Click **Mark Attendance for Students**

Important Note:

In this example, I have selected individual students and a group. To remove a student or group from the list, click the blue "X".

At times, if the Attendance Manager makes any changes to existing marked attendance codes, you will be getting a **Conflict** screen. (See picture below)

Conflicts

0 records changed to A
3 records not changed due to conflicts.

The records below were already marked by an attendance manager and were not automatically overwritten. Please review the marks and then click the Apply button to apply the changes.

Clark, Camila (1 conflicts)

11/6/2019 - Daily - Entered by School100, ITS

Leave as U ☒ Overwrite with A

Arrive Time

4:2:00-AM

12:00 AM

Dismiss Time

4:2:00-AM

12:00 AM

Clark, Luis (1 conflicts)

11/6/2019 - Daily - Entered by School100, ITS

Leave as S ☒ Overwrite with A

Arrive Time

4:2:00-AM

12:00 AM

Dismiss Time

4:2:00-AM

12:00 AM

Clark, Michael (1 conflicts)

11/6/2019 - Daily - Entered by School100, ITS

Leave as U ☒ Overwrite with A

Arrive Time

4:2:00-AM

12:00 AM

Dismiss Time

4:2:00-AM

12:00 AM

Leave All

Overwrite All

Apply

You will need to overwrite one attendance code at a time or use the **Overwrite All** button to do all codes together. Click **Apply** button.

Once you have made the changes, you will see at the bottom of screen of batch attendance. The changes you made. (See example in picture below.)

3 records changed to A
0 records not changed due to conflicts.

Clark, Camila				
11/6/2019				
Hour: Daily	Code: U A	Arrive Time: 4:2:00-AM 12:00 AM	Dismiss Time: 4:2:00-AM 12:00 AM	

Clark, Luis				
11/6/2019				
Hour: Daily	Code: S A	Arrive Time: 4:2:00-AM 12:00 AM	Dismiss Time: 4:2:00-AM 12:00 AM	

Clark, Michael				
11/6/2019				
Hour: Daily	Code: U A	Arrive Time: 4:2:00-AM 12:00 AM	Dismiss Time: 4:2:00-AM 12:00 AM	

Filtering Students

The filter function is used to find all students that match attendance code criteria coming from the teachers' gradebooks.

- ▼ From the Attendance Editor, click the **Filter** icon
- ▼ Select 1 or more attendance codes from the list to filter on, then click **Apply Filter**

The screenshot shows the 'Manager, Attendance' interface for 'West Michigan High School'. The date is set to 07/27/2020. The 'Filter' icon (a funnel) is highlighted with a red box. The filter dropdown menu is open, showing the following options:

- ☒ Absent Unexcused
 - ☒ Unexcused Absence
 - ☒ Absent
- ☐ Absent Excused
 - ☐ Excused Absence
 - ☐ ISS
 - ☐ Vacation
- ☐ Tardy Excused
 - ☐ Tardy Excused
- ☐ Tardy
 - ☐ School Related Tardy
- ☐ Tardy Unexcused
 - ☐ Unexcused Tardy
 - ☐ Withdrawn
- ☐ Other
 - ☐ Entered - Day 1
- ☐ Invalid Attendance Entries

An 'Apply Filter' button is at the bottom of the dropdown.

Update the Daily Code for any quired student

The screenshot shows the 'Manager, Attendance' interface for 'West Michigan High School'. The date is set to 07/27/2020. The 'Filter' icon is active. The table below shows the attendance codes for two students: Daniel K. Berthold and Pierre N. Reichert.

Name	Timeslot 1	Dismiss	Arrive	Comment
Berthold, Daniel K.				
DAILY	Y			
01(Y) MARI SERV 4	U			
01(Y) OUTBOARD MARINE 4	U		10:20 AM	Dr. appt w/ note from parent
02(Y) COMM FISH 1				
03(Y) Math Coll. Success				
04(Y) AP Spanish Language				
05(Y) AP MACROECON				
06(Y) NC STUDY HALL 1				
06(Y) English 4				
07(Y) English 4				
Reichert, Pierre N.				
DAILY	U			
01(Y) CERAMPOT 1				
01(Y) GEO				
02(Y) PERS	U			
03(Y) ERTHISPA SCI				
04(Y) WORLD CLTRL GEOG				
05(Y) English 1				
06(Y) CULINARY ARTS 1				
07(Y) Honors Geography				
07(Y) DRAW 1				



Attendance History

This feature in Gradebook gives the teacher and Attendance Manager the ability to view single student attendance history for a specific date, in a popup window.

On the **Attendance Grid** or **Attendance Editor** page, you can right-click a cell under a date in a student row to open a new window titled **Attendance History** for that date and student.

The screenshot shows the Gradebook interface with a popup window titled "Attendance History" open over a student's attendance record. The background interface includes a top navigation bar with a menu icon, a school selection dropdown (West Michigan High School), a search bar for "Student name, ID, or group", a date selector (07/27/2020), and view toggles for "Day" and "Week". Below this is a table with columns: Name, Timeslot 1, Dismiss, Arrive, and Comment. The student "Boatwright, Mathilde S." is selected, and the popup displays her attendance history for 07/27/2020.

Attendance History

Teacher Name: Batista, Luke G. Course/Section: 0500500A/2
School Name: West Michigan High School Class Title: 02(Y) PERS
Room No.: Student Name: Boatwright, Mathilde S.

< 07/27/2020 >

Date	Timeslot	Attendance	Comment	Modified by
07/27/2020 20:35:56	2	A		Doctor's appointment - mother's Manager, Attendance
07/27/2020 20:35:27	2	A		Manager, Attendance
07/27/2020 20:29:19	2	U		Manager, Attendance

Save Cancel

Reports

There are several reports available from the Pinnacle Gradebook application on school, class, and student attendance, as well as schedules and tracking the taking of attendance from the teachers. All **Reports** may be accessed from the Home Page.

▼ From the Gradebook home page, click **New Report**

▼ Or...Click the **My Reports** link




The initial screen for **My Reports** is a list of previously requested Crystal Reports which may be repeatedly previewed or printed or updated with current information before previewing or printing. It may also be regarded as an In-Box for large requested Crystal Reports since you may log out or exit the application. When you return, your report will be waiting for you.



To request a report, click **New Report** on the Home Page or click the **New** button on the My Reports page. Reports which have been marked as **Favorites** will be displayed at the top of the screen.

Report defaults may include **Attendance**, **Demographics**, **Discipline**, **Grading**, **Notes**, and **Other**. To view the reports in each category, expand the list by clicking the plus sign (+) to the left of the category title or you may click **Expand All** to show all of the reports available.

Any of these reports maybe designated as a Favorite by clicking the star icon  next to the report. Clicking the star again  will remove the designation.

To run a report, click the title of the report. You will be presented with a parameters page. Each report will have a different set of parameters (or options) to fill in. Complete the required information and then click the Run Report button at the bottom of the page.

Attendance Tracking Report

This report is run daily to identify teachers that have or have not recorded attendance in their gradebooks.

- ▼ From the Gradebook home page, click **New Report**

- ▼ Click the “+” next to the Attendance category

- ▼ Click the Attendance Tracking report link

- ▼ Verify that the date range is set for today's date

- ▼ Verify that you have a check mark next to all class periods that took place on that day.

- Elementary School:
Select **HR (Y)**

- Secondary Schools:
Select the “**Y**” for all **annual** classes/periods on that day.

For **semester** classes, select only the appropriate semester **(1)** or **(2)**

The screenshot shows the 'New Report' button in the top right corner. Below it, the 'Attendance Tracking' report link is highlighted with a red box. The 'Parameters for Attendance Tracking' form is shown below, with the 'Attendance Tracking' report link also highlighted with a red box. The form includes fields for 'Schools', 'Calendars', 'Date Range Start', 'Date Range End', 'Reported Attendance', and 'Hours'.

Parameters for Attendance Tracking

Schools: Select the School. **West Michigan High School**

Calendars: Select the calendar. **2019-2020**

Date Range Start: Select the date to start tracking reported attendance. **07/27/2020**

Date Range End: Select the date to end tracking reported attendance. **07/27/2020**

Reported Attendance: Select to display gradebooks that have reported attendance. ☐ Reported Attendance

Hours: Select the hour(s) to report attendance for. ☒ All Hours

Attendance Tracking Report

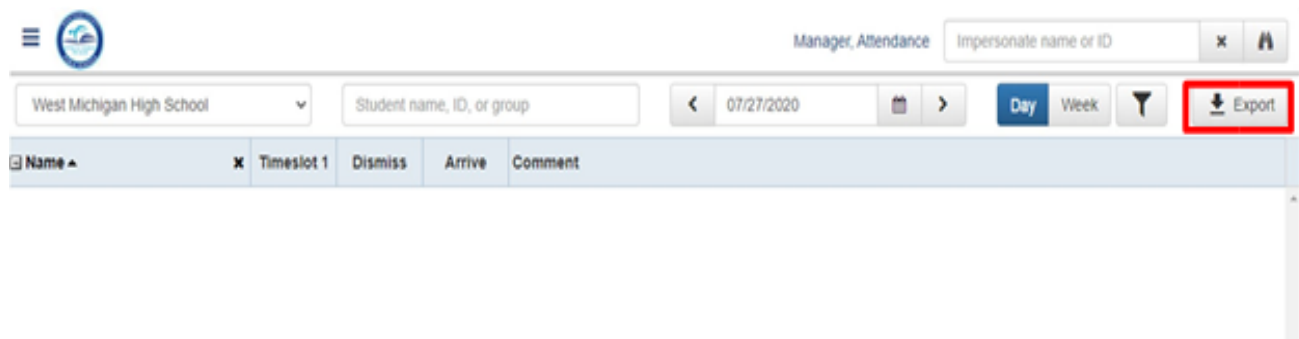
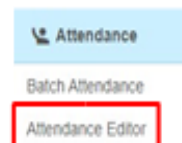
Grade	Class	Teacher	Period	Reported	Reported
Grade 10	1000000	Mr. Smith	1	Y	Y
Grade 10	1000000	Mr. Smith	2	Y	Y
Grade 10	1000000	Mr. Smith	3	Y	Y
Grade 10	1000000	Mr. Smith	4	Y	Y
Grade 10	1000000	Mr. Smith	5	Y	Y
Grade 10	1000000	Mr. Smith	6	Y	Y
Grade 10	1000000	Mr. Smith	7	Y	Y
Grade 10	1000000	Mr. Smith	8	Y	Y
Grade 10	1000000	Mr. Smith	9	Y	Y
Grade 10	1000000	Mr. Smith	10	Y	Y
Grade 10	1000000	Mr. Smith	11	Y	Y
Grade 10	1000000	Mr. Smith	12	Y	Y
Grade 10	1000000	Mr. Smith	13	Y	Y
Grade 10	1000000	Mr. Smith	14	Y	Y
Grade 10	1000000	Mr. Smith	15	Y	Y
Grade 10	1000000	Mr. Smith	16	Y	Y
Grade 10	1000000	Mr. Smith	17	Y	Y
Grade 10	1000000	Mr. Smith	18	Y	Y
Grade 10	1000000	Mr. Smith	19	Y	Y
Grade 10	1000000	Mr. Smith	20	Y	Y
Grade 10	1000000	Mr. Smith	21	Y	Y
Grade 10	1000000	Mr. Smith	22	Y	Y
Grade 10	1000000	Mr. Smith	23	Y	Y
Grade 10	1000000	Mr. Smith	24	Y	Y
Grade 10	1000000	Mr. Smith	25	Y	Y
Grade 10	1000000	Mr. Smith	26	Y	Y
Grade 10	1000000	Mr. Smith	27	Y	Y
Grade 10	1000000	Mr. Smith	28	Y	Y
Grade 10	1000000	Mr. Smith	29	Y	Y
Grade 10	1000000	Mr. Smith	30	Y	Y
Grade 10	1000000	Mr. Smith	31	Y	Y
Grade 10	1000000	Mr. Smith	32	Y	Y
Grade 10	1000000	Mr. Smith	33	Y	Y
Grade 10	1000000	Mr. Smith	34	Y	Y
Grade 10	1000000	Mr. Smith	35	Y	Y
Grade 10	1000000	Mr. Smith	36	Y	Y
Grade 10	1000000	Mr. Smith	37	Y	Y
Grade 10	1000000	Mr. Smith	38	Y	Y
Grade 10	1000000	Mr. Smith	39	Y	Y
Grade 10	1000000	Mr. Smith	40	Y	Y
Grade 10	1000000	Mr. Smith	41	Y	Y
Grade 10	1000000	Mr. Smith	42	Y	Y
Grade 10	1000000	Mr. Smith	43	Y	Y
Grade 10	1000000	Mr. Smith	44	Y	Y
Grade 10	1000000	Mr. Smith	45	Y	Y
Grade 10	1000000	Mr. Smith	46	Y	Y
Grade 10	1000000	Mr. Smith	47	Y	Y
Grade 10	1000000	Mr. Smith	48	Y	Y
Grade 10	1000000	Mr. Smith	49	Y	Y
Grade 10	1000000	Mr. Smith	50	Y	Y
Grade 10	1000000	Mr. Smith	51	Y	Y
Grade 10	1000000	Mr. Smith	52	Y	Y
Grade 10	1000000	Mr. Smith	53	Y	Y
Grade 10	1000000	Mr. Smith	54	Y	Y
Grade 10	1000000	Mr. Smith	55	Y	Y
Grade 10	1000000	Mr. Smith	56	Y	Y
Grade 10	1000000	Mr. Smith	57	Y	Y
Grade 10	1000000	Mr. Smith	58	Y	Y
Grade 10	1000000	Mr. Smith	59	Y	Y
Grade 10	1000000	Mr. Smith	60	Y	Y
Grade 10	1000000	Mr. Smith	61	Y	Y
Grade 10	1000000	Mr. Smith	62	Y	Y
Grade 10	1000000	Mr. Smith	63	Y	Y
Grade 10	1000000	Mr. Smith	64	Y	Y
Grade 10	1000000	Mr. Smith	65	Y	Y
Grade 10	1000000	Mr. Smith	66	Y	Y
Grade 10	1000000	Mr. Smith	67	Y	Y
Grade 10	1000000	Mr. Smith	68	Y	Y
Grade 10	1000000	Mr. Smith	69	Y	Y
Grade 10	1000000	Mr. Smith	70	Y	Y
Grade 10	1000000	Mr. Smith	71	Y	Y
Grade 10	1000000	Mr. Smith	72	Y	Y
Grade 10	1000000	Mr. Smith	73	Y	Y
Grade 10	1000000	Mr. Smith	74	Y	Y
Grade 10	1000000	Mr. Smith	75	Y	Y
Grade 10	1000000	Mr. Smith	76	Y	Y
Grade 10	1000000	Mr. Smith	77	Y	Y
Grade 10	1000000	Mr. Smith	78	Y	Y
Grade 10	1000000	Mr. Smith	79	Y	Y
Grade 10	1000000	Mr. Smith	80	Y	Y
Grade 10	1000000	Mr. Smith	81	Y	Y
Grade 10	1000000	Mr. Smith	82	Y	Y
Grade 10	1000000	Mr. Smith	83	Y	Y
Grade 10	1000000	Mr. Smith	84	Y	Y
Grade 10	1000000	Mr. Smith	85	Y	Y
Grade 10	1000000	Mr. Smith	86	Y	Y
Grade 10	1000000	Mr. Smith	87	Y	Y
Grade 10	1000000	Mr. Smith	88	Y	Y
Grade 10	1000000	Mr. Smith	89	Y	Y
Grade 10	1000000	Mr. Smith	90	Y	Y
Grade 10	1000000	Mr. Smith	91	Y	Y
Grade 10	1000000	Mr. Smith	92	Y	Y
Grade 10	1000000	Mr. Smith	93	Y	Y
Grade 10	1000000	Mr. Smith	94	Y	Y
Grade 10	1000000	Mr. Smith	95	Y	Y
Grade 10	1000000	Mr. Smith	96	Y	Y
Grade 10	1000000	Mr. Smith	97	Y	Y
Grade 10	1000000	Mr. Smith	98	Y	Y
Grade 10	1000000	Mr. Smith	99	Y	Y
Grade 10	1000000	Mr. Smith	100	Y	Y

Attendance Export

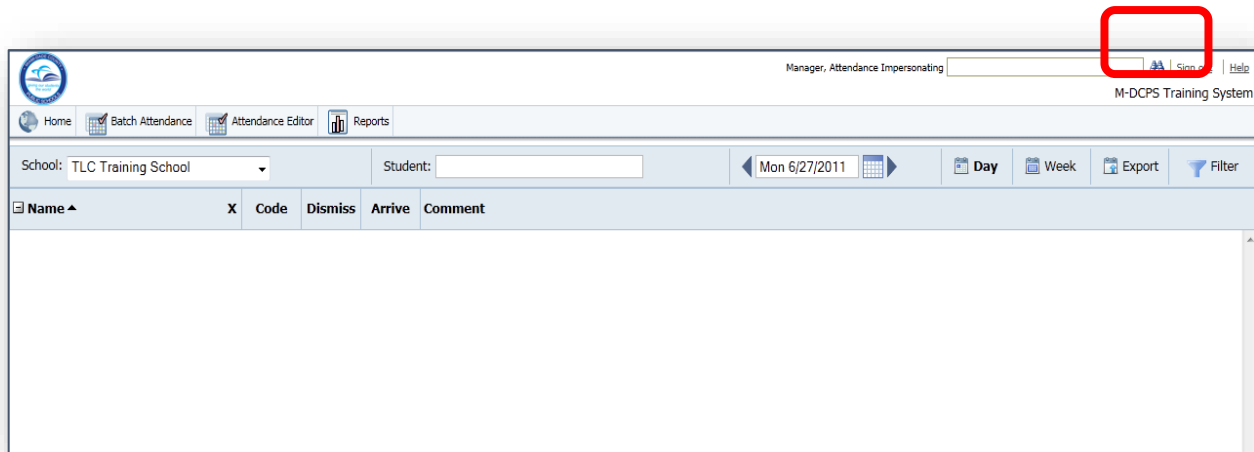
1. Login to the Employee Portal
2. Click on the **Applications/Sites** tab
3. Click on the link **Gradebook (Pinnacle)**
4. Type your Username: **Employee number**
5. Type your Password: **Network Password**

A screenshot of a login form for Miami-Dade County Public Schools. It features a "Username" input field, a "Password" input field, and a "Sign in" button. A "Forgot Password?" link is located below the "Sign in" button.

6. From the Gradebook home page, click the **Attendance Editor**
7. In the Attendance Editor, click the **Export** button (see **Important Notes** below)



If you support more than 1 school, select another school from the **School** drop list and click the **Export** button again.



The screenshot shows the M-DCPS Training System interface. At the top right, a red box highlights the 'Export' button. The interface includes a navigation bar with 'Home', 'Batch Attendance', 'Attendance Editor', and 'Reports'. Below this, there are fields for 'School' (set to 'TLC Training School') and 'Student'. A date selector shows 'Mon 6/27/2011'. To the right of the date are buttons for 'Day', 'Week', 'Export', and 'Filter'. Below these is a table with columns: 'Name', 'X', 'Code', 'Dismiss', 'Arrive', and 'Comment'. The table is currently empty.

Important Notes:

- **Pay careful attention to the screen.** You will be notified of the successful upload by the message:

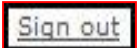
 Attendance Export Completed successfully.

- The message last for only a few seconds.

Highly Recommended Reports

- ▼ Attendance: Attendance Tracking
- ▼ Attendance: Attendance List
- ▼ Attendance: Skipped Classes
- ▼ Administrative: Daily Student Attendance Report by Period
- ▼ Administrative: Substitute Teacher Attendance Roster
- ▼ Administrative: Attendance History Report
- ▼ Administrative: Course Attendance Grid

Logging out

When you are finished working in your gradebook, be sure to click the  link in the upper right corner of the screen. This will ensure that you've completely logged out of the gradebook. You will see a message similar to this:



 You have been logged out successfully.

Approved Attendance Codes

Code	Description	Attendance Weight	Who can enter this code?
A	Excused Absence	1	All Teachers / Attendance Manager
U	Unexcused Absence	1	All Teachers / Attendance Manager
T	Excused Tardy	1	All Teachers / Attendance Manager
TU	Unexcused Tardy	1	All Teachers / Attendance Manager
ENT	Entered Class	0	All Teachers / Attendance Manager
WD	Withdrawn from Class	0	All Teachers / Attendance Manager
NS	No Show	0	All Teachers / Attendance Manager
E	Excused Early	0	Attendance Manager – Daily Reason only
S	Special Note (i.e. field trip, assembly, etc.)	0	Attendance Manager – Daily Reason only
I	Indoor Suspension	0	Attendance Manager – Daily Reason only
O	Outdoor Suspension	1	Attendance Manager – Daily Reason only
M	Tardy and Excused Early	0	Attendance Manager – Daily Reason only
X	Special Holiday	0	Attendance Manager – Daily Reason only

For students marked with an “E, S, I, O, M or X” for official attendance, teachers must use an excused absence (A) for class attendance. Teachers can add a comment to denote a reason for excused absence.

VI. STUDENT'S RESPONSIBILITIES

The goal of every child should be that of a “model student.” A model student is expected to be present at school each and every day, attend class as scheduled, arrive at school and class(es) on time, and demonstrate appropriate behavior and a readiness to learn.

For the My School Online (MSO) Model:

- Log into live sessions with their teachers, on time, each and every scheduled school day.
- Attend online classes as scheduled.
- Enable the camera function on their computers so that the teacher can identify them and take attendance

For the Traditional Schoolhouse Model:

- Be physically present at school, on time, each and every day.
- Attend class as scheduled, on time

Course Make-up

- Request the make-up assignments for all excused absences/tardiness from teachers upon return to school or class.
- Complete the make-up assignments. Failure to make-up assignments can result in lower assessment of the student's academic and/or effort grade.
- Be reported as present for the school day in order to participate in athletic and extracurricular activities.

Although teachers are not required to provide make-up work for the unexcused student absences/tardiness, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

VII. PARENT'S RESPONSIBILITIES

The parent shall be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child. Board Policy [5200](#) - Attendance, states that "absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.

Parents are expected to:

- Report and explain an absence or tardiness to the school.
- Failure of the parent to provide required documentation within five (5) days upon the student's return to school will result in an unexcused absence.
- Ensure that the child has requested and completes make-up assignments for all excused absences/tardiness from their teachers upon their return to school or class.
- Appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.

Every effort needs to be made by the student, parent, and school administration to avoid absences related to technical difficulties such as the lack of reliable connectivity or device accessibility.

Course Make-up

Make-up assignments for all excused absences/tardiness should be requested upon student returned to school or class. It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work. The student shall make-up work for excused absences within a reasonable amount of time.

Although teachers are not required to provide make-up work for the unexcused student absences/tardiness, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

VIII. AVAILABLE DATA TOOLS TO MONITOR EXCESSIVE ABSENCES

Early intervention is one of the most effective ways of producing good attendance for students. The following reports and systems can be of assistance:

VIA EMPLOYEE PORTAL

Student Absence Dashboard

The attendance data is updated daily and allows for the monitoring of individual students' attendance by Region and School Location.

Report Section

The following reports are available under the **Attendance** category

[Students with 6-14 Absences](#)

[15 or More Absences Cumulative Count](#)

VIA GRADEBOOK

Absence List Report

Students with the number of attendance codes.

Daily Reason Attendance List

Display the attendance types and the total number of occurrences in a date range for each student.

Daily Student Attendance Report by Period

Display the attendance infraction by period.

VIA CONTROL-D

3 Consec Abs List

The attendance data is updated daily and display students with 3 or more consecutive absences.

Active Students with 15 or More Unexcused Absences in a 90 Day Period

Identifies students that meets the Truancy criteria and indicates if a truancy packet has been submitted. Report runs every Friday beginning in October.

IX. RECOMMENDED ATTENDANCE STRATEGIES AND INCENTIVES

Attendance improves when a school community offers a warm and welcoming environment that emphasizes building relationships with families and stresses the importance of going to class every day. Schools are encouraged to develop specific intervention strategies and incentives directed to meet the needs of their students and community. The following is a list of recommended interventions and incentives:

- Develop school attendance improvement plan and attendance contract for identified students with excessive absences.
- Provide parents with a copy of attendance policy. *As you share Back-to-School information, be sure to remind parents about the importance of regular attendance.*
- Develop and provide attendance workshop for students and parents regarding their legal obligation to assume a greater responsibility for assuring daily student attendance (may be done during PTA/PTSA meetings, ESSAC meetings, open house meetings, homeroom announcements, or assemblies of students).
- Develop an incentive program to promote good attendance for all students:
 - Free homework coupons
 - Uniform pass
 - First-in-line privileges for lunch or dismissal
 - Name on the “Attendance Wall” in the classroom
 - Free tickets to events, i.e., athletics and etc.
 - Praise students for Perfect Attendance
 - Praise and reward for students and teachers for improved student attendance
 - PTA /PTSA involvement incentives
 - Recognition during morning announcements
 - Traveling trophy for grade-level homeroom with best monthly attendance
- Provide students with academic support via in school and out of school tutoring.
- Recommend and connect students and families to community agencies that can provide services.
- Ensure that the Parent Resource Center is accessible for all parents.
- Utilize services to assist homeless and economically disadvantaged families.
- Encourage students to participate in social and athletic activities.
- Conduct home visits by community involvement specialist and/or social worker.
- Develop plan of escalating consequences for excessive unexcused absences and release of grades withheld.
- Nonparticipation in extra-curricular and athletic activities (with varying time spans)
- After-school office or school media assistant (with varying time spans).

INTERVENE EARLY – DO NOT WAIT

X. PERFECT ATTENDANCE

Each grading period principals are presented with a letter from the Superintendent of Schools commending them for achieving outstanding student attendance. Parents and students are presented with a letter from the principal for their efforts in attending school every day during the grading period.

- A student will be identified as having “Perfect Attendance” when present or in attendance each day of the school year or the number of instructional days prescribed for the school the student attends.
- Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student. (Board Policy [5200](#) – Attendance).
- **Attendance is not counted for students who have attended a private school or any other public school outside M-DCPS; therefore, those years cannot be counted toward “Perfect Attendance.”**
- Attendance is not counted or reported during the time a student is enrolled in the Florida Home Education Program; therefore, those years cannot be counted toward “Perfect Attendance.”
- A student who submits satisfactory documentation regarding absences due to the observance of a religious holiday or because the tenets of that student’s religion forbid secular activity at such time, and who satisfactorily make-up any examinations and assignments which have been missed, should not be disqualified from “Perfect Attendance” recognitions/awards/incentives at the school or district level. **The religious holiday must be listed on the district’s approved list of religious holidays (Exhibit #2, Page 47)**
- Military Connected Students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level.

[Section 1003.02\(1\)\(b\), F. S. states](#), “District school boards are authorized to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences.”

A student who has 20 or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.

Note – These aforementioned guidelines are district guidelines for commendations of attendance of students. Specific guidelines for commendations at the school may be developed to promote perfect attendance.

XI. ADDITIONAL ASSISTANCE

Should you require additional information regarding attendance reporting, please email for assistance:

Dr. Verena Cabrera (Administrative Director)	Verena@dadeschools.net
Karen Graham-Sewing (Student Funding Spec)	KSewing@dadeschools.net
Lynae Richardson (Coordinator Student Transfer)	Lrichardson@dadeschools.net
Mara Ugando (Student Funding Specialist)	mugando@dadeschools.net
Ana Echevarria	AnaEchevarria@dadeschools.net
Lourdes Galvez	lgalvez@dadeschools.net
Celestine Johnson	CJohnson@dadeschools.net
Ana Leon	ALeon@dadeschools.net
Tessie Mackey	TeeMac@dadeschools.net
Elizabeth Méndez	EFerreiro@dadeschools.net
Clara O'Reilly	CO'Reilly@dadeschools.net
Lisa Ocasio	Lisa.ocasio@dadeschools.net
Lili Quesada	LQuesada@dadeschools.net
Rosa Roman	RRoman@dadeschools.net
Fawne Ryan	RyanFawne@dadeschool.net
Laurana Strachan	269108@dadeschools.net



XII. RELATED STATUTES, STATE AND BOARD POLICIES

Board Policies

- ☐ [5200](#) Attendance
- ☐ [5215](#) Missing and Absent Children
- ☐ [5223](#) Absences for Religious Instruction
- ☐ [5225](#) Absences for Religious Holidays
- ☐ [5230](#) Late Arrival and Early Dismissal

Chapters, Florida State Statutes

- ☐ [1003.21](#) School attendance
- ☐ [1003.23](#) Attendance records and reports
- ☐ [1003.24](#) Parents responsible for attendance of children; attendance policy
- ☐ [1001.53](#) District school superintendent responsible for enforcement of attendance
- ☐ [1003.26](#) Enforcement of school attendance
- ☐ [1003.27](#) Court procedures and penalties

State Board Policies

- ☐ [6A-1](#) Finance and Administration
- ☐ [6A-1.044](#) Pupil Attendance Records

Note: These statutes are subject to change based on legislative decisions.



EXHIBIT #1

ENTRIES INTO FLORIDA PUBLIC SCHOOLS	
E01	ANY PK-12 STUDENT WHO WAS ENROLLED IN A PUBLIC SCHOOL IN THIS SCHOOL DISTRICT THE PREVIOUS SCHOOL YR.
E02	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PUBLIC SCHOOL IN ANOTHER DISTRICT IN FLORIDA.
E2A	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PUBLIC SCHOOL IN ANOTHER STATE OR UNITED STATES COMMONWEALTH/TERRITORY.
E03	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PRIVATE SCHOOL IN FLORIDA.
E3A	ANY PK-12 STUDENT WHOSE LAST SCHOOL OF ENROLLMENT WAS A PRIVATE SCHOOL IN ANOTHER STATE, OR A UNITED STATES COMMONWEALTH/TERRITORY.
E04	ANY PK-12 STUDENT WHO IS ENROLLING IN A PUBLIC SCHOOL IN THIS DISTRICT AFTER HAVING BEEN IN HOME EDUCATION IN ANY FLORIDA SCHOOL DISTRICT.
E4A	ANY PK-12 STUDENT WHO IS ENROLLING IN A PUBLIC SCHOOL IN THIS DISTRICT AFTER HAVING BEEN IN HOME EDUCATION IN ANOTHER STATE OR UNITED STATES COMMONWEALTH/TERRITORY.
E05	ANY STUDENT ENTERING PK OR KG FOR THE FIRST TIME.
E09	ANY PK-12 STUDENT WHO ENTERS A FLORIDA SCHOOL FROM A COUNTRY OTHER THAN THE UNITED STATES OR A UNITED STATES COMMONWEALTH/TERRITORY.
RE-ENTERING INTO FLORIDA PUBLIC SCHOOLS	
R01	ANY PK-12 STUDENT WHO WAS RECEIVED FROM ANOTHER ATTENDANCE REPORTING UNIT IN THE SAME SCHOOL.
R02	ANY PK-12 STUDENT WHO WAS RECEIVED FROM ANOTHER SCHOOL IN THE SAME DISTRICT.
R03	ANY PK-12 STUDENT WHO UNEXPECTEDLY REENTERS A SCHOOL IN THE SAME DISTRICT AFTER WITHDRAWING OR BEING DISCHARGED.

WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS	
*PRINCIPALS ARE REMINDED THAT THEY ARE TO MAKE AND DOCUMENT EFFORTS TO ASCERTAIN THE WHEREABOUTS OF ANY STUDENT IDENTIFIED AS A NO SHOW (DNE).	
*DNE	ANY PK-12 STUDENT WHO WAS EXPECTED TO ATTEND A SCHOOL BUT DID NOT ENTER AS EXPECTED FOR UNKNOWN REASONS
WD1	STANDARD HIGH SCHOOL DIPLOMA (DEFERRED RECEIPT)
WFA	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA BASED ON AN 18-CREDIT COLLEGE PREPARATORY GRADUATION OPTION AND SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT
WFB	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA BASED ON AN 18-CREDIT CAREER PREPARATORY GRADUATION OPTION AND SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT
WFT	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT. SUPERINTENDENT DIPLOMA OF DISTINCTION.
WFW	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND AN A FCAT WAIVER
WGA	ANY STUDENT IN A GED EXIT OPTION MODEL WHO PASSED THE GED TESTS, SATISFIED THE GRADUATION TEST REQUIREMENT THROUGH AN ALTERNATE ASSESSMENT, AND WAS AWARDED A STANDARD DIPLOMA
WGD	ANY STUDENT PARTICIPATING IN THE GED EXIT OPTION MODEL WHO PASSED THE GED TESTS, BUT DID NOT PASS THE GRADUATION TEST AND WAS AWARDED A STATE OF FLORIDA DIPLOMA
WPO	ANY STUDENT WHO IS WITHDRAWN FROM SCHOOL SUBSEQUENT TO RECEIVING A W07, W08, W09, OR W27 DURING THE STUDENT'S YEAR OF HIGH SCHOOL COMPLETION
WRW	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A STANDARD DIPLOMA AND AN ASSESSMENT WAIVER
WXL	STANDARD HIGH SCHOOL DIPLOMA (ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) OPTIONS
WXT	STANDARD HIGH SCHOOL DIPLOMA (ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) CONCORDANT AND/OR COMPARATIVE SCORE

EXHIBIT #1(Continued)

WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS (Continued)	
WXW	STANDARD HIGH SCHOOL DIPLOMA (ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) STATEWIDE ASSESSMENT WAIVER.
W01	ANY PK-12 STUDENT PROMOTED, RETAINED OR TRANSFERRED TO ANOTHER ATTENDANCE REPORTING UNIT IN THE SAME SCHOOL.
W02	ANY PK-12 STUDENT PROMOTED, RETAINED OR TRANSFERRED TO ANOTHER SCHOOL IN THE SAME DISTRICT.
W3A	ANY PK-12 STUDENT WHO WITHDRAWS TO ATTEND A PUBLIC SCHOOL IN ANOTHER DISTRICT IN FLORIDA.
W3B	ANY PK-12 STUDENT WHO WITHDRAWS TO ATTEND ANOTHER PUBLIC SCHOOL OUT-OF-STATE.
W04	ANY PK-12 STUDENT WHO WITHDRAWS TO ATTEND A NONPUBLIC SCHOOL IN- OR OUT-OF-STATE.
W05	ANY STUDENT AGE 16 OR OLDER WHO LEAVES SCHOOL VOLUNTARILY WITH NO INTENTION OF RETURNING AND HAS FILED A FORMAL DECLARATION OF INTENT TO TERMINATE SCHOOL ENROLLMENT PER S. 1003.21, FLORIDA STATUTES.
W06	ANY STUDENT WHO GRADUATED FROM SCHOOL AND MET ALL THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA.
W6A	ANY STUDENT WHO GRADUATED FROM SCHOOL AND MET ALL THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA, BASED ON THE 18-CREDIT COLLEGE PREPARATORY GRADUATION OPTION.
W6B	ANY STUDENT WHO GRADUATED FROM SCHOOL AND MET ALL THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA, BASED ON THE 18-CREDIT CAREER PREPARATORY GRADUATION OPTION.
W07	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A SPECIAL DIPLOMA BASED ON OPTION ONE-MASTERY OF SUNSHINE STATE STANDARDS FOR SPECIAL DIPLOMA.
W08	ANY STUDENT WHO RECEIVED A CERTIFICATE OF COMPLETION.
W8A	ANY STUDENT WHO MET ALL THE REQUIREMENTS TO RECEIVE A STANDARD DIPLOMA EXCEPT PASSING THE GRADUATION TEST AND RECEIVED A CERTIFICATE OF COMPLETION AND IS ELIGIBLE TO TAKE THE COLLEGE PLACEMENT TEST AND BE ADMITTED TO REMEDIAL OR CREDIT COURSES AT A STATE COMMUNITY COLLEGE AS APPROPRIATE.
W8B	ANY STUDENT WHO RECEIVED A CERTIFICATE OF COMPLETION. THE STUDENT MET THE MINIMUM CREDITS, BUT DID NOT PASS THE STATE APPROVED GRADUATION TEST OR AN ALTERNATE ASSESSMENT, AND/OR DID NOT ACHIEVE THE REQUIRED GPA.
W09	ANY STUDENT WHO RECEIVED A SPECIAL CERTIFICATE OF COMPLETION.
W10	ANY STUDENT IN A GED EXIT OPTION MODEL WHO PASSED THE GED TESTS AND THE GRADUATION TEST AND WAS AWARDED A STANDARD DIPLOMA.
W12	ANY PK-12 STUDENT WITHDRAWN FROM SCHOOL DUE TO DEATH.
W13	ANY PK-12 STUDENT WITHDRAWN FROM SCHOOL DUE TO COURT ACTION/PROTECTIVE SHELTER HOME.
W15	ANY PK-12 STUDENT WHO IS WITHDRAWN FROM SCHOOL DUE TO NONATTENDANCE.
W18	ANY PK-12 STUDENT WHO WITHDRAWS FROM SCHOOL DUE TO MEDICAL REASONS.
W21	ANY PK-12 STUDENT WHO IS WITHDRAWN FROM SCHOOL DUE TO BEING EXPELLED.
W22	ANY PK-12 STUDENT WHOSE WHEREABOUTS IS UNKNOWN.
W24	ANY PK-12 STUDENT WHO WITHDRAWS FROM SCHOOL TO ATTEND A HOME EDUCATION PROGRAM.
W25	ANY STUDENT UNDER THE AGE OF 6 WHO WITHDRAWS FROM SCHOOL.
W26	ANY STUDENT WHO WITHDRAWS FROM SCHOOL TO ENTER THE ADULT EDUCATION PROGRAM PRIOR TO COMPLETION OF GRADUATION REQUIREMENTS.
W27	ANY STUDENT WHO GRADUATED FROM SCHOOL WITH A SPECIAL DIPLOMA BASED ON OPTION TWO-MASTERY OF EMPLOYMENT AND COMMUNITY COMPETENCIES.
#	24 CREDIT HOLD.

EXHIBIT #2

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2020-2021 SCHOOL CALENDAR ELEMENTARY AND SECONDARY REVISED 9/29/20

July 2020

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2020

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2021

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

New Teachers Report

Teacher Planning Day

Teacher Planning Day - (No Opt)

District-wide Professional Development Day

Floating Teacher Planning Day (No Opt)

Recess Day

Beg/End of Grading Period

Legal Holiday

Available to opt

Teacher Planning Day available to opt

Days in Grading Period

1- 36

2- 49

3- 43

4- 47

For information on employee opt days, please refer to back of calendar.

EXHIBIT #3

2020-2021 RELIGIOUS HOLIDAYS CALENDAR

DAY	DATE	RELIGION	HOLIDAY
Thursday	July 9, 2020	Baha'i	Martyrdom of the Báb
Thursday	July 23, 2020	Rastafarian	Birthday of Haile Selassie I
Friday	July 31, 2020	*Islamic	Eid al-Adha
Friday	August 28, 2020	*Islamic	Ashura
Friday	September 11, 2020	Rastafarian	Ethiopian New Year
Monday	September 14, 2020	Greek Orthodox	Exaltation of the Cross
Tuesday	October 20, 2020	Baha'i	Birth of the Báb
Monday	November 2, 2020	Rastafarian	Coronation of Emperor Haile Selassie I
Thursday	November 12, 2020	Baha'i	Birth of Bahá'u'lláh
Thursday	November 26, 2020	Baha'i	Day of Covenant
Friday	December 11, 2020	Jewish	Hanukkah
Wednesday	January 6, 2021	Greek Orthodox	Holy Epiphany
Thursday	January 28, 2021	Jewish	Tu B'Shevat
Tuesday	February 2, 2021	Greek Orthodox	Presentation of the Lord
Friday	February 26, 2021	Jewish	Purim
Thursday	March 25, 2021	Greek Orthodox	Annunciation of Virgin Mary
Thursday	April 8, 2021	Jewish	Yom HaShoah
Tuesday	April 13, 2021	*Islamic	1 st of Ramadan
Wednesday	April 21, 2021	Baha'i	First Day of Ridván
Thursday	April 29, 2021	Baha'i Greek Orthodox	Ninth Day of Ridván Holy Thursday
Friday	April 30, 2021	Greek Orthodox	Holy (Good) Friday
Monday	May 3, 2021	*Islamic	Martyrdom of Imam Ali
Thursday	May 13, 2021	*Islamic	Eid al-Fitr (End of Ramadan)
Monday - Tuesday	May 17-18, 2021	Jewish	Shavuot

Listed below are additional dates that may affect personnel attendance.

Friday	August 21, 2020	*Islamic	Al-Hijra (Islamic New Year)
Monday	September 28, 2020	Jewish	Yom Kippur

*Note: Islamic Holidays may vary one to two days due to their calendar being based on the lunar cycle.

EXHIBIT #4**FOR SCHOOLS OPERATING 180 DAYS**

RPT. NO.	BEGINNING DATE	ENDING DATE	NO. DAYS ATT.	HOLIDAYS OR DAYS STUDENTS NOT PRESENT	RUN DATE	ONLINE PRINCIPAL'S CERTIFICATION OF ATTENDANCE NO LATER THAN
1	August 31, 2020	October 22, 2020	36	3 - September 7, 28, 2020 October 2, 2020	October 22, 2020	October 29, 2020
2	October 26, 2020	January 22, 2021	49	16 - November 3, 11, 25, 26, 27, 2020 December 21, 2020 - January 1, 2020 January 18, 2021	January 22, 2021	January 29, 2021
3	January 25, 2021	March 25, 2021	43	1 - February 15, 2021	March 25, 2021	April 8, 2021
4	April 5, 2021	June 9, 2021	47	1 - May 31, 2021	June 9, 2021	June 16, 2021
NOTE: END OF YEAR CERTIFICATION MUST BE COMPLETED AT THE SAME TIME AS THE FOURTH REPORT CERTIFICATION.						

NOTE: SUMMER DATES TO BE ANNOUNCED.

SUMMER SCHOOL CERTIFICATION MUST BE COMPLETED PRIOR TO THE ESTABLISHED ROLLOVER DATE.

EXHIBIT #5

Sample of U.S. Postal Service Certified Mail Receipt and Domestic Return Receipt Card

U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT <i>(Domestic Mail Only; No Insurance Coverage Provided)</i> For delivery information visit our website at www.usps.com .		OFFICIAL USE POSTNET H 210	
Postage \$		Total Postage & Fees \$	
Collection Fee			
Return Receipt Fee (Postage Payment Required)			
Restricted Delivery Fee (Postage Payment Required)			
Item ID: Street Apt Rm. or PO Box No. City, State, ZIP+4			
PS Form 3800, June 2002		See Reverse for Instructions	

UNITED STATES POSTAL SERVICE		First-Class Mail Postage & Fees Paid USPS Permit No. G-10	
* Sender: Please print your name, address, and ZIP+4 in this box * JOHN DOE GENETICS DEPT. NORTH CAROLINA STATE UNIVERSITY CAMPUS BOX 7614 RALEIGH NC 27695-7614			
SENDER: COMPLETE THIS SECTION ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the envelope, or on the front if space permits.		COMPLETE THIS SECTION ON DELIVERY	
1. Article Addressed to: ROBERT MORGAN 102 CACTUS RD. ROSWELL NM 88202		A. Received by (Please Print Clearly) _____ C. Signature _____ D. Is delivery address different from item 1? If YES, enter delivery address below: _____ B. Date of Delivery _____ <input type="checkbox"/> Agent <input type="checkbox"/> Addressee <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Article Number (Copy from service label) 7099 3400 0001 7999 2274		3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Registered <input type="checkbox"/> Insured Mail <input type="checkbox"/> E-PSI <input type="checkbox"/> Express Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> C-PSI 4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes <input type="checkbox"/> No	
PS Form 3811, July 1999		Domestic Return Receipt	

k-12