

Frequently Asked Questions

Q: Who at my site can update attendance information in AERIES?

A: Full-permissions consists of the ability to update a student's enrollment and attendance records. Site administrators determine who requires full permissions, based on job responsibilities. Attendance personnel are required to attend training annually in order to maintain permissions. Due to prior audit findings site administrators and Clerical Substitutes are not permitted to have attendance/enrollment permissions in AERIES.

Sites are limited to:

2 clerical staff Clerk personnel	ELEMENTARY	Typically the site Office Manager & Attendance/Health
3 clerical staff & Data Entry personnel	MIDDLE	Typically the site Registrar, Sr. Staff Clerk (Attendance)
4 clerical staff x2 & Data Entry personnel	HIGH	Typically the site Registrar, Sr. Staff Clerk (Attendance)

Q: Who is responsible for recording/submitting attendance?

A: Teachers are required to take attendance for each class taught by them, and do so personally on a daily basis. (EC 46000, 5CCR 401 (c)). As of July 2010, our approved procedures require teachers to submit attendance electronically, or on a CDE pre-approved manual roster. Under no circumstance may volunteers or students monitor, record or submit attendance.

Q: When are the state reporting periods?

A: P-1, all complete attendance months prior to 12/31 (12/9/16)
P-2, all complete attendance months prior to 4/15 (3/24/17)
Annual, July 1 – June 30

Q: What are the maximum class sizes for grades K-8?

A: Class averages are measured from the first attendance month, through P-2. SDC classes are exempt. (EC 41376)

	Per Class	District Wide
Kindergarten	33.0	31.0
Grades 1-3	32.0	30.0
Grades 4-8	N/A	29.9

Q: What are the instructional minute conditions for apportionment?

A: Every school-day must meet minimum day standards, otherwise ADA cannot be claimed or included in the annual instructional minute offering.

Daily requirements as specified in EC 46112, 46113, 46117, 46141, 46170, 48663

Kindergarten	180 minutes
Grades 1-3	230 minutes
Grades 4-8	240 minutes
Grades 9-12	240 minutes
*Continuation	180 minutes
*Community Day	360 minutes

Annual instructional minute requirements as specified in EC 46201

Kindergarten	36,000
Grades 1-3	49,000
Grades 4-8	54,000
Grades 9-12	64,800

*Hourly programs such as Continuation and Community Day do not have annual requirements, because they are funded based on the actual minutes in attendance, up to relevant caps.

Q: What is the difference between apportionment and compulsory attendance?

A: A student can be present for apportionment purposes, yet not comply with compulsory education laws, (partial-day truancies, tardies, or leaving early.) Apportionment laws require students to be scheduled to attend at least the statutory minimum day, applicable to grade level for funding purposes. For apportionment, a student is deemed present, unless absent the entire day. (5CCR 404) Whereas compulsory attendance laws require students between the ages of 6-18 to attend school regularly and punctually, full-time. (EC 48200)

Q: Can a student who comes late and/or leaves early receive a perfect attendance award?

A: Attendance Accounting does not define criteria for perfect attendance. In the past, this has been a determined by the site administrator.

Q: How long do sites need to maintain records for?

A: School site attendance records must be maintained for a minimum of three years, after the end of the fiscal year. (5CCR 430-438)

Example: 2016-17 Discard after June 2020

Q: When is a Kindergarten Continuation form required?

A: Continuation forms are required for any student attending kindergarten for more than one school year, in a California education establishment which receives (ADA) apportionment from the state.

Q: Is a Kindergarten Continuance form required for TK students?

A: It depends on the student's birthdate. The form is not require for students age appropriate for TK, (with birthdates between 9/2/11 – 12/2/11) as prescribed in EC 48000, however the form is required for students age appropriate for kindergarten (with birthdates between 12/3/10 – 9/1/11.)

Q: Is the Kindergarten Continuation for required for SDC students, repeating kindergarten the following school year?

A: Yes, however the placement/continuation should also be noted in the student's IEP.

Q: Does our district offer Independent Study?

A: Yes! Short-term independent study is a voluntary option for students who will be away from the classroom setting for 5 or more school days. A written agreement must be established and agreed upon prior to the commencement date (5CCR 11702) and a supervising teacher will provide assignments for all subjects taught, for the duration instruction.

Q: Why is independent study beneficial?

A: Independent study is intended to offer curriculum equal in quality and quantity to what is provided in the classroom setting. This allows students to continue academic progress outside the classroom. Additionally, students enrolled into the independent study program are never deemed absent, and when completed the district is also able to claim full apportionment.

Q: How can I get more information about independent study?

A: Apportionment requirement inquires can be directed to Kathleen Franks Attendance Accounting.

Q: What is Home/Hospital instruction?

A: Home/Hospital is an educational offering for students who are temporarily hospitalized or undergoing medical treatment, which limits their ability to participate in seat-based instruction.

Q: How do parents request Home/Hospital services?

A: Parents may submit a written request for Home/Hospital services, accompanied by a referral from a licensed physician. Special Education students must also have notations made in their IEP's identifying Home/Hospital instruction as a valid offering.

Q: How is instruction provided to students enrolled in Home/Hospital?

A: Once a student is enrolled into the Home/Hospital program, instruction will commence at the student's residence or medical facility in which they have been admitted. One hour of instruction is equivalent to one day of apportionment, up to a maximum of 5-hours of instruction, during a 5-day school week. Banking attendance is prohibited.