Attendance

2014-2015 Student October Count

Created by the Field Analyst Support Team (FAST)

Student October Count Funding

In order for a student to be eligible for funding in the Student October Count, the student must meet the following requirements:

1. Enrollment
2. Attendance
3. Scheduled Hours

This training will focus on the general definition of and requirements for funding eligibility as it relates to attendance. This training does not include additional documentation requirements as they relate to special student types – please see the additional trainings for more information.

14-15 Pupil Enrollment Count Date

For Districts on a Monday – Friday Five-Day Week

Count Day: October 1   Eleven – Day Window: Sept. 24 – Oct. 8

For Districts on a Monday – Thursday Four-Day Week

Count Day: October 1   Eleven – Day Count Window: Sept. 23 – Oct. 9

For Districts on a Tuesday – Friday Four-Day Week

Count Day: October 1   Eleven – Day Count Window: Sept. 23 – Oct. 9

For Preschool Programs using the November 1 Count Day on a Monday – Thursday Four-Day Week

Count Day: November 3   Eleven – Day Count Window: Oct. 23 – Nov. 11

For Preschool Programs using the November 1 Count Day on a Tuesday – Friday Four-Day Week

Count Day: November 4   Eleven – Day Count Window: Oct. 24 – Nov. 12

Funding Eligibility

Students must establish attendance with the district on or before the pupil enrollment count date. Attendance requirements necessary for funding include one of the following:

- Attending school for all or any portion of the pupil enrollment count date, or

- If the student is absent on the pupil enrollment count date, then the student must have attended school prior to the pupil enrollment count date in the current school year and resume attendance within 30 calendar days following the pupil enrollment count date.

  - Prior attendance within a district does not include attendance from the previous school year

* In-service and non student days scheduled with the 11-day count window will be considered non-attendance days.

Audit Documentation

For each student, the district should be prepared to provide:

- Daily attendance for a minimum of the 11-day count window.

- Detailed period attendance for all of September and October for those students who have not met the attendance criteria during the 11-day count window.

- The Letter of Intent to Return is no longer required for audit documentation.

Proof of Attendance

Attendance documentation must prove attendance, not explain absence. It must also be clear as to which student it is for.

- **Acceptable attendance proof examples:**
  - In class assignments, quizzes, tests with full student name, full date, and period
  - Sign in or Sign out sheets
  - School lunch rosters

- **Not acceptable attendance proof examples:**
  - Doctor's or parent's notes, excusing a student from being present in school
  - Homework assignments
  - Photographs of the student in school

Pupil Count Truancy

A truant student may be included in the count if they were enrolled and in attendance during the current school year prior to the pupil enrollment count date, was truant during the entire 11-day count window, and the district has taken legal action to compel the student's attendance.

- Student must be at least age 6, and under the age of 17, as of August 1 of the given year.

- Legal action may include a notification to the parent(s) of intent to file with the court and direction has been given to the attorney to file, or that action by the court was requested within 10 school days following the pupil enrollment count date.

- Documents required:
  - Current year attendance prior to the pupil enrollment count date
  - Truancy documentation dated within 10 school days after the pupil enrollment count date

- See 'Truancy' Video for more information

Hints

- **If a student withdraws or enrolls on the pupil enrollment count date, the district should be prepared to provide additional documentation to verify attendance on the pupil enrollment count date.**

- **If a student is participating in off-site programs only (work study, concurrent enrollment, independent study, etc), the district must be able to provide attendance verification for those students (from the off-site location).**

Questions?

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Thank you!