



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6170

PAGE: 1 OF 2

CATEGORY: **Students, Attendance Accounting**

EFFECTIVE: **1-29-62**

SUBJECT: **Summer School Attendance, Accounting**

REVISED: **11-22-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing attendance accounting in elementary and secondary summer schools.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy H-3600; Education Code Sections 44809, 46000-46100, 46110, 46111, 46300, 46301, 46306, 51730, 51731; California Code of Regulations, Sections 300, 303, 306, 307, 11474.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Financial Accounting Department, Finance Division, Administrative/Operational Support.
2. **Responsibilities of Principal**
 - a. To establish a procedure that will assure that all students are accounted for during each hour of the day.
 - b. To establish an accurate system for absence reporting within the school and for accuracy of classroom attendance records and reports.
 - c. To assign responsibility within the school for completion of basic pupil accounting tasks.
3. **Regulations**
 - a. A student is counted for a full hour of attendance if present at any time during the hour.
 - b. Absences for any reason are not approved for state apportionment purposes and shall not be counted in total hours of attendance.
 - c. Continuous attendance is required because of the brevity of a summer term; classroom instruction is concentrated. Each day of absence is equivalent to four absences during regular school year. Students planning camp attendance, family

trips, or any other activity that conflicts with the summer term must choose between school and the conflicting activity.

D. IMPLEMENTATION

1. Detailed instructions are issued each year by the Pupil Accounting Unit, Financial Accounting Department.

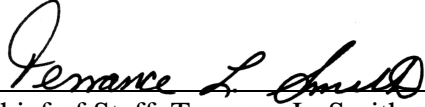
E. FORMS AND AUXILIARY REFERENCES

1. Classroom Attendance Records (supplied by the Management Information Systems Department).
2. Active Enrollment by Grade (supplied by the Management Information Systems Department).
3. Summary Attendance Reports (supplied by the Pupil Accounting Unit).
4. Attendance accounting instructions for summer school (supplied by the Pupil Accounting Unit).

F. REPORTS AND RECORDS

1. Classroom Attendance Records, Summary Attendance Reports, and Active Enrollment By Grade report are permanent records and a copy must be retained at school site, subject to audit at any time.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education