VOLUSIA COUNTY SCHOOLS
TECHNOLOGY SERVICES & INNOVATION
Information, Solutions & Support

2018-2019

Student Attendance Manual

Student Accounting Services

School District of Volusia County

200 N. Clara Avenue

DeLand, Florida 32724

Table of Contents

General Information

Each school shall maintain attendance, absence, entry and withdrawal information on students enrolled in the school and be able to prepare, upon request, a record of each student's entry, re-entry, and withdrawal dates as well as the student's days present and absent. All schools shall keep all records and reports that are required by Section 1003.23, Florida Statutes and by regulations of state and district boards.

Per the Florida Department of Education (FLDOE) Automated Student Attendance Recordkeeping System Handbook, the student attendance record keeping system has three basic purposes:

1. To meet the requirements of Section 1003.23, Florida Statutes, which requires the attendance or absence of students be checked on a daily basis;

2. To provide documented evidence of student's eligibility for inclusion in the FTE membership surveys;
   NOTE: FTE audits are based on a fiscal year, not on a school year. For example, if an FTE audit is performed on 2006-2007 data, a district must provide automated attendance records for the entire fiscal year running July 1st– June 30th of the requested year; and

3. To comply with the Florida Department of Education Information Database Requirements.

Penalty for Falsification of Attendance Records

1. Section 1003.23, Florida Statute states that all public school employees "shall keep all records and shall prepare and submit promptly all reports that may be required by law and by regulations of state and district boards." The statute describes documentation as the student attendance register and other documents which shows the absence and attendance of every student, for every day of the school year. Violation of the provisions of this section [Section 1003.23] shall be a "misdemeanor of the second degree, punishable as provided by law."

2. Section 1003.27, Florida Statute states, "A principal or teacher in any public, parochial, denominational, or private school, or a private tutor who willfully violates any provision of this chapter may, upon satisfactory proof of such violation, have his or her certificate revoked by the Department of Education."

Enrollment

The Enrollment history contains summarized entry and withdrawal information for each Volusia County school a student has attended. Enrollment history is a component of information transmitted to FLDOE during FTE Survey periods and End of Year survey transmission. Expectations for proper retention of documentation determining the eligibility for FTE Survey periods is referenced on the FTE Audit Trail Items page. A student's enrollment history is located on panel S319. Changes to an *enrolled* student's entry record can only be made on panel S313. Changes to a *withdrawn* student's entry or withdrawal record can be made on either panel S313 or S319 Enrollment Detail.

Initial Entry Coding

During the summer roll-up process, enrollment records are created for the upcoming school year for all students in active membership. All students are changed to an enrolled status with an entry code programmatically created of one of the following: E01, E02, E2A, E03, E3A, E04, E4A, E05, E09 or E99 (a temporary code) on the Enrollment/Demographic Panels S313 and S319.

Students new to the district should be assigned the appropriate entry code to indicate whether the student was previously enrolled in a public school, private school or home education setting; to indicate whether the student previously attended within the district, or another district, state or territory; never enrolled in school; or is entering school after having lived outside the United States. To assist in determining the correct entry code, refer to the Entry Code Definitions and Appendices 3 and 8 for additional information.

Re-entry Coding

Re-entry codes R01, R02, and R03 track the movement of a student within the same district, school, or reporting unit in the same school year. A student is coded as a re-entry when he/she was previously enrolled in the district during the school year, and has not participated in another educational entity outside of a Volusia County public school. Students that withdraw to attend a private school, or school in another district and then return are NOT consider a re-entering student. To assist in determining the correct re-entry code, refer to the Re-entry Code Definitions, Appendix 3, and the detailed information that follows:

R01

Re-entry Code 'R01' is used to change the grade level or homeroom (elementary) during the regular school year, correct a grade level for a student after the first grading period or when a student re-enters the same school for the summer term.

Whenever a student's grade level or homeroom (elementary) is changed during the school year, the following steps <u>must</u> be used:

1. On panel S313, add a withdrawal code of 'W01' and the date of the change;

2. On panel S313, add a 'R01' re-entry code using the same date as the 'W01' withdrawal along with the updated information (the withdrawal and re-entry dates must be the same).

Note: If the original entry included an invalid grade level, the grade level may be corrected through the end of the first grading period by updating the grade field on panel S313. However, **after** the end of the first grading period, the following steps should be used to correct an invalid grade level:

1. On panel S313, add a withdrawal code of 'W01' and the date of the change;

2. On panel S313, add a 'R01' re-entry code using the same date as the 'W01' withdrawal along with the updated information (the withdrawal and re-entry dates will be the same).

R02

Re-entry code 'R02' is used for a student transferring from one Volusia County School to another Volusia County School in the district *during* the same school year.

R03

Re-entry code 'R03' is used for a student who unexpectedly re-enters the same Volusia County School or another Volusia County School *during* the school year, *after* a period of time without having had any intervening educational experience (i.e. private school, home education or a public school in another district).

Withdrawal Coding

Withdrawal is the removal of an enrolled student from a school. Using the appropriate withdrawal code and date for the student upon that student's official withdrawal from school is imperative. To assist in determining the correct withdrawal code, see the Withdrawal Code Definitions and Appendix 2 for additional information.

All students in membership on the last day of school will automatically have a withdrawal record added by Technology Services & Innovation during the roll-up process on June 30th. The date of this withdrawal will be the day following the last day of school (excluding Saturday or Sunday). A withdrawal code will be added indicative of the student's next year placement: 1) returning to the same school; 2) placement at the next school for students in a feeder grade; or 3) graduating students.

Students should not be withdrawn in the last weeks of school, except to attend a DJJ site or a school in another district. If the student is not returning to a Volusia County Schools, the withdrawal code should be updated accordingly (i.e. homeschool, in or out of state, entering adult education or dropping out). Additional information concerning this process is disbursed to schools in May of each year.

For students that withdraw during the school year, the appropriate withdrawal code and date should be used as indicated below:

- If a student withdraws from school on a day the student was in attendance, the appropriate withdrawal code must be **recorded on the next valid school day following** the last day of the student's membership.
- If a student is withdrawn while absent, record the withdrawal code on the next valid school day following the day it was officially determined that the student withdrew (i.e. when notice is received). It may be necessary to delete attendance for dates no longer valid due to the update of a withdrawal code and date. **Special consideration is needed for attendance dates which fall within the eligibility window of any FTE survey**.
- If new information is provided at a later date regarding a student's withdrawal reason, the withdrawal code should be verified and updated as appropriate.
- If a student enrolls after day one, but does not attend, the student must be withdrawn using the same date as the entry date. The student's enrollment record will be removed after a request for deletion is sent to the district (Student Accounting Services or CrossPointe Student Support).

The FLDOE Automated Student Attendance Recordkeeping System Handbook states that a withdrawal is official when one or more of the following occurs:

1. A parent or legal guardian notifies the school that the child is permanently leaving the school to enroll in another school or in home education;
2. 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;
3. The student has been transferred within the school or district by school officials;
4. The student has been promoted, graduated, has earned a certificate of completion or special certificate of completion, or holds a valid certificate of exemption from the superintendent as provided under Section 1003.21(3), Florida Statutes;
5. The student has died;
6. A student formally terminates school enrollment (W05) and the school satisfies the requirements of section 1003.21(1) (c), Florida Statutes. (This should include information to the student related to driving privileges, CINS/FINS (Child-in-Need-of-Services/Families-in-Need-of-Services) providers, and the Learnfare Program);
7. A school executes and documents that the requirements of sections 1003.26 and 1003.27, Florida Statutes, have been attempted in good faith and that the student left school voluntarily with no intention of returning or that the student's whereabouts cannot be determined.

A school is not authorized to withdraw a student from enrollment due to nonattendance, even if the student attends sporadically. A student may only be withdrawn from school due to nonattendance (W15) or withdrawn from school due to whereabouts unknown (W22) after all procedures outlined in sections 1003.26 and 1003.27, Florida Statues have been followed. Withdrawal due to other reasons (W23) should not be used unless all other avenues have been exhausted, and the district specifically approves its use. Guidelines for withdrawal code (W15) can be found in the Compulsory Attendance Manual distributed by the Department of Social Services.

Request for Records

When a school receives a records request for any previously enrolled student, S319 Enrollments should be reviewed to verify if the student's last withdrawal code is still applicable based on the records request received. While reviewing the enrollment history, if the student attended another Volusia County School after withdrawing from your school, the current status of the student should be forwarded to the last school of enrollment (i.e. DJJ or alternative site) for proper update.

If notification is received over the summer indicating that a student will not be returning to a Volusia County School, it may be necessary to change the end of year withdrawal code assigned by the roll-up, or (if applicable) a summer school withdrawal, followed by withdrawing and deleting the next year enrollment record. If a student is not returning to the same Volusia County school, but transferring to another Volusia County school, then the end of year or (if applicable) summer withdrawal code should be updated to 'W02', followed by withdrawing the next year enrollment.

When a school is responding to a records request via FASTER (Florida Automated System for Transferring Educational Records) the records will not be sent electronically if the student's last withdrawal code is a dropout code or a W02. The withdrawal code must be updated accordingly prior to the system transmitting the records.

Withdrawing a Student for Alternative Placement While Suspended

When an entry notification and withdrawal request is received from an alternative school, or placement for a suspended student has changed, it is necessary to check if any future dated attendance exists. Future dated attendance that is on or after the requested withdrawal date must be deleted.

Both the attendance and discipline files must be updated accordingly prior to withdrawing the student. The school is responsible for updating Gradebook attendance and the CrossPointe discipline file. CrossPointe attendance will be removed after a request for deletion is sent to the district (Student Accounting Services or CrossPointe Student Support). The specific dates and reason for deletion should be included in the request.

If a notification is received from the detention center indicating a suspended student is to return, it is necessary to verify with the discipline administrator whether the student is permitted to return, or if an alternative placement has been assigned. If alternative placement has been assigned and the student does not enroll in the alternative school, the district discipline office should be notified to enroll the student in school 9034 (temporary until status is confirmed).

If no alternative placement has been assigned, the student should be re-enrolled on the same date as withdrawal from the detention center based on the amount of days the student was at detention as follows:

- If less than 10 school days:
    - The discipline and attendance areas should review and adjust the amount of remaining suspension days if applicable;
    - For any days remaining, the suspensions would be re-added beginning with the student's re-entry date until completed;
    - The discipline file should be updated to reflect the amended amount of suspension days assigned, and a note explaining the change in suspension dates due to alternative enrollment (i.e. 10 days originally assigned, now reduced to 5);
    - After the suspension term has ended, standard attendance procedures resume.
- If more than 10 school days-
    - The suspension days are considered commuted;
    - Per the district rule for re-enrollment, the student should not be entered until the parent re-enrolls the student, and the schedule status is verified.

Students Assigned to Home Instruction or Off Campus Instruction

Students that have been assigned to Home Instruction (HI) or Off Campus Instruction (OCI) remain enrolled at the zone/assigned school. When this placement has been determined, the Hospital Homebound office will notify the enrolled school to drop the student's schedule. The OCI or HI courses are added by Hospital Homebound under school of instruction 9001.

Attendance at the enrolled school must be reviewed for any possible future dated attendance on or after the schedule drop date. Any overlapping attendance must be deleted from the Gradebook and the discipline files updated accordingly. The CrossPointe attendance will be removed after a request for deletion is sent to the district (Student Accounting Services or CrossPointe Student Support).

Graduates

Students Graduating Prior to the End of the Regular School Year

Students completing graduation requirements prior to the end of their graduation year due to an accelerated curriculum, completion of credits through Florida Virtual courses or dual enrollment should be withdrawn the next valid school day or the day following their completion and last day of attendance.

Fifth year seniors that have completed credits and met all requirements to graduate prior to the end of the school year, should be withdrawn the next valid school day or the day following their completion and last day of attendance.

Students Transitioning to the Graduating High School

A student that is transitioning from the Chiles Academy or from an Alternative Program to the high school to graduate at the end of the year should be entered at the high school using the entry date of the last day of school. The deadline for the student to be withdrawn from their attending school, and for the high school to re-enter the student will be included in the 'Transition/Graduation Procedures' memo distributed by Technology Services & Innovation in April. Transitioned students will be enrolled by their zone/assigned high school and then withdrawn from the high school during the Student Demographic Roll-up in June by Technology Services & Innovation.

High Schools and Richard Milburn Academy

All 12th grade students pursuing a standard diploma that have completed requirements to graduate at the end of the 180-day school year are automatically assigned a '**W06'** diploma code during the Student Demographic roll-up in June by Technology Services & Innovation. Grade 12 students that do not meet requirements to graduate should be retained with an end of year code of '**W01';** indicating the student is returning in the summer or the next school year. Retained students expected to enroll in another Volusia County School would be issued a '**W02'** withdrawal code**.**

All 12th grade students that meet the requirements of a standard diploma via a concordant score, assessment waiver, or acceleration will be automatically assigned a 'W06' diploma code during the Student Demographic roll-up, and **MUST BE CORRECTED** to the appropriate diploma code by the school. Likewise, students that do not meet the requirements for a diploma, but qualify for a certificate of completion will need to be corrected to the appropriate certificate code following the Student Demographic roll-up process.

Grade 12 students with a specific graduation plan flag, or students attending selected alternative program schools, will be assigned a temporary code of '**W99'**. This temporary code **MUST BE CORRECTED** by the school based on the student's applicable status: 1) the student has completed and will not be returning; 2) the student had a previous year completion code and is returning for FAPE; or 3) the student is deferring receipt of a standard diploma and returning for FAPE. Additional information can be found in the section Students Attending Additional School Years.

Students that have received a certificate of completion and are returning for FAPE are initially assigned a completion code. Each year the student continues, the end of year code must be updated to '**W01'** and a promotion code of (D). When the student exits, they are assigned a '**WPO'** code and a promotion of (P).

Summer Graduates

Information pertaining to the procedures for updating diploma coding for students completing graduation requirements in the summer is included in the 'Enrollment Diploma Coding' memo distributed by Student Accounting Services in May.

Students Attending Additional School Year(s)

Students Opting to Continue to Receive FAPE

Any student receiving exceptional education services who chooses to remain in school for a Free Appropriate Public Education (FAPE) may do so until turning age 22. This option applies even if the student has already met requirements for a standard diploma, or received a special diploma or certificate of completion. The student will be recorded as a 12th grader. The appropriate withdrawal coding for FAPE students is listed below:

Outcome	Initial Year of Completion		Additional Year(s)		Final Year of Attendance	
	Grade Promotion Status	Withdrawal Code	Grade Promotion Status	Withdrawal Code	Grade Promotion Status	Withdrawal Code
Standard Diploma (W06, W10, WFT, WRW, WGA, WRW, WXL, WXT or WXW)	P	(W06, W10, WFT, WRW, WGA, WRW, WXL, WXT or WXW)				
Deferring Standard Diploma (WD1)	P	WD1	D	WD1	P	(W06, W10, WFT, WRW, WGA, WRW, WXL, WXT or WXW)
Special Diploma (W07 or W27)	P	W07 or W27	D	W01, W02 or W3A	P	WPO*
Certificate of Completion (W08, W08A or W8B)	P	W08, W8A or W8B	D	W01, W02 or W3A	P	WPO*
Special Certificate of Completion (W09)	P	W09	D	W01, W02 or W3A	P	WPO*
Student who has been retained (W01, W02, or W3A)	R	W01, W02 or W3A	R	W01, W02 or W3A	R	W23

*In the final year of attendance, students that initially achieved a Special Diploma, Certificate of Completion or a Special Certificate of Completion will be withdrawn with a 'WPO' unless a higher diploma or certificate designation was achieved then the higher designation should be used.

Students Deferring a Standard Diploma

Students that defer and remain at their school:

The student that has met the requirements for a standard diploma, but elects to defer receipt of their diploma to continue at the same school should be assigned withdrawal code '**WD1'**, with a promotion code of (P). Each year the student continues, the end of year withdrawal code must be manually changed to '**WD1'**, with a promotion code of (D). When the student exits, they are assigned the diploma code based on the requirements met, with a promotion code of (P).

Students that defer and participate in 'Project Search':

The student that has met the requirements for a standard diploma, but elects to defer receipt of their diploma to participate in the 'Project Search' program should be assigned withdrawal code '**WD1'.** Promotion code (P) is to be used for the first year of deferment, and promotion code (D) will be used for each subsequent year. Project Search students are enrolled in Hospital Homebound school (9850). Upon completing the program, the student is then transitioned back to the high school and assigned the diploma code based on the requirements met, with a promotion code of (P).

Students Seeking a Standard Diploma

A general education student who has already accepted a certificate of completion may elect to return to school for an additional school year beyond grade 12 to pursue a standard diploma. If the student withdraws before doing so, withdrawal code 'WPO' is to be used.

Students seeking a standard diploma that have opted not to accept a certificate of completion, may elect to return to school during an additional school year beyond grade 12 to pursue a standard diploma.

Students Awarded a Higher Ranking Diploma Based on Testing

Students awarded a higher ranking completion based on testing during the current school year should be entered/re-entered and then withdrawn using the appropriate diploma code. The original certificate code will remain, and the entry date will be the test date or next valid school date and the diploma date will be the next valid school day following the entry date.

Students awarded a higher ranking diploma based on testing during the summer should be entered and then withdrawn using the appropriate diploma code. The original certificate code remains.

Additional information regarding the proper update of diploma codes is included in the 'End of Year' and 'Diploma Coding' memos distributed in May.

Entry Code Definitions

CODE	DEFINITION / EXPLANATION
E01	*Any PK-12 student whose last school of enrollment was a public school in this school district the previous school year.* **Note**: This code is entered in the student's record at the beginning of the school year if the student was enrolled in the same district the previous school year. A student should only have one E01 record per year. A pre-kindergarten (PK) student who was enrolled in a district PK program the previous school year should be coded an E01; see E05 for a PK student who was not previously in school or was in day care with no education component. A kindergarten student who is entering a district school from a public pre-kindergarten in the same district should be coded an E01.
E02	*Any PK-12 student whose last school of enrollment was a public school in another district in the state.* **District Note:** An E02 is assigned to a student coming from Florida Virtual School Full Time (FLVS FT) or Connections Academy (Prior district = 71).
E2A	*Any PK-12 student whose last school of enrollment was a public school in another state or United States commonwealth/territory (i.e.-Puerto Rico, U.S. Virgin Islands).* **Note:** This code is entered in the student's record if the student was previously in a public school out of state. If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.
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.* **Note:** This code is entered in the student's record if the student was previously in a private school outside of the state, or a US commonwealth/territory. If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.
E04	*Any PK-12 student who is enrolling in a public school in this district after having been in home education (N998) or 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.* **Note:** If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.
E05	*Any student entering PK or KG for the first time.* **District Notes:** This code is entered in the student's record if the student is entering a district school and has never previously been in a district or private school. If the student is entering school from outside of the United States as of the previous June 1, an E09 should be assigned.
E09	*Any PK-12 student who enters a Florida school from a country other than the United States or a United States Commonwealth/Territory.* **Note:** An E09 is the appropriate Entry Code for any student who is entering school from outside of the United States, whether the student was enrolled in school in another country or not. **District Note:** This code would not be used for a student entering from Puerto Rico or the U.S. Virgin Islands (see E2A).
EVC	*Entering Volusia County into home education, discipline, child find and other selected groups.* **(District Use Only)**

Re-Entry Code Definitions

CODE	DEFINITION / EXPLANATION
R01	*Any PK-12 student who was received from another attendance reporting unit in the same school.* **District Note:** An R01 is used to change grade level or homeroom (elementary) during the regular school year (see page 3 for detailed directions). An R01 is also assigned to a student when the student finishes the school year, is withdrawn from the regular term, and re-enters the same school for the summer term.
R02	*Any PK-12 student who was received from another school in the same district.* **District Note:** An R02 is assigned to a student who has been withdrawn from school including students transferring from Volusia Virtual School (7001) and re-enters another school in the same district without having had any intervening educational experience, such as private school or home education.
R03	*Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged.* **Note:** An R03 is assigned to a student who re-enters a school or another school in the same district after a period of time without having had any intervening educational experience, such as private school or home education.

Withdrawal Code Definitions

CODE	DEFINITION / EXPLANATION
DNE	*Any KG-12 student who was expected to attend a school but did not enter as expected for unknown reasons and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.* **Note:** This code is entered in the student's record only at the beginning of the school year. Withdrawal code DNE can be considered a temporary code until the whereabouts and educational status of a student is confirmed. However, if the whereabouts and educational status of the student is not confirmed by date certain of Survey 2, the code should be reassigned to the most appropriate code. **District Note:** Students below compulsory attendance age (not attained the age of 6 by February 1) that are coded DNE, should be changed to W25.
W01	*Any PK-12 student promoted, retained, or transferred to another attendance reporting unit in the same school.* **Examples:** 1. Students changing grade levels or homerooms within the same school. 2. Used for end of 180-day year withdrawal process and summer school withdrawal process for a student returning to the same school.
W02	*Any PK-12 student promoted, retained, or transferred to another school in the same district.* **Examples:** 1. Students withdrawing from one public school within the district to enter another public school within the district. 2. Students going to exceptional education or dropout prevention/alternative education programs in another public school within the district. 3. Students entering a program for pregnant or parenting students within the district at another school site. 4. Students sent by the Juvenile Court to a detention facility within the district. 5. Students that withdraw to attend Volusia Virtual School (7001).

CODE	DEFINITION / EXPLANATION
W3A	*Any PK-12 student who withdraws to attend another public school in another district in Florida.* **Examples:** 1. Student that withdraws to another Florida school district. 2. Student that is sent by the court to a DJJ or alternative residential facility in another district. 3. Student that withdraws to attend Florida Virtual School.
W3B	*Any PK-12 student who withdraws to attend another public school out-of-state or out of country.* **Examples:** 1. Student that is sent by the court to a DJJ or alternative residential facility in another state. 2. Student that withdraws to another public school in another state or country.
W04	*Any PK-12 student who withdraws to attend a non-public school in or out-of-state or out-of-country.* **Examples:** 1. Student is admitted to private hospital and receives nonpublic school education. 2. Student enrolls in private or parochial school. 3. Student withdraws to attend a nonpublic school as a McKay or Opportunity Scholarship participant.
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. 10031.21, Florida Statutes.* **District Note:** Parent and student signatures are required for students through age 17. When a student turns 18 only the student's signature is required.
W06	*Any student who graduated from school and met all of the requirements to receive a standard diploma.*
W07	*Any student who graduated from school with a special diploma based on option one – as referenced in State Board of Education Rule 6A-1.09961.*
W08	*Any student who received a (24-credit option) certificate of completion. The student met the minimum credits and local requirements, but did not pass the state approved graduation test or a concordant and/or comparative score, and/or did not achieve the required* **District Notes:** • Applicable for students with a GPA 1.9 or lower. • This does not prevent a non-disabled student from returning for a 13th year to receive educational services. • This does not prevent a student with disabilities from returning to receive exceptional education services until age 22.
W8A	*Any student who met all of the requirements to receive a standard diploma (24-credit option) except passing the State approved graduation test and received a certificate of completion and is eligible to take the common placement test and be admitted to developmental education or credit courses at a state community college as appropriate.* **District Note:** Applicable for students with a GPA 2.0 or higher.
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 a concordant and/or comparative score, and/or did not achieve the required GPA.*
W09	*Any student who received a special certificate of completion, is properly classified as an eligible exceptional education student, met applicable local requirements, and was unable to meet appropriate special state minimum requirements.* **Note:** This does not prevent a student with disabilities from returning to receive educational services until age 22.

CODE	DEFINITION / EXPLANATION
W10	*Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests and the state approved graduation test, and was awarded a State of Florida High School Performance-Based Diploma.* **Note:** Students who qualify for a GED Exit Option Model diploma must be enrolled in grade 10 or higher and meet all requirements of the GED Exit Options Model Program.
W12	*Any PK-12 student withdrawn from school due to death.* **Explanation:** If a student dies between the end of one school year and the start of the next school year, the school will update the prior school year with a 'W12' code. In this particular case, it is imperative that this student be deleted from the new school year file. The death of a student in all other cases is to be entered as a 'W12' with the date of death. Code 'W12' does not validate the date of death. Following this procedure ensures that the deceased student will not be scheduled or counted during the new school year and that there will be no error in communications that could cause distress or embarrassment.
W13	*Any KG-12 student withdrawn from school due to court action.* **(District Use Only** *This code does not apply to DJJ placement***)** Contact Student Accounting Services for alternative code verification. **Examples:** The court remands a student to an adult correctional facility. 1. Code W13 should seldom be used. Follow-up should be provided for any student assigned to an adult correctional facility. If the educational program in the adult facility is provided by a local school district, the student should be coded W02, W3A or W3B as appropriate. If the educational program is provided by a community college or adult education facility, code the student with W26. 2. If a student not subject to compulsory school attendance elects not to participate in the educational program and files an 'Intent to Terminate Enrollment Form', the student should be coded W05. 3. Students committed to DCF or DJJ, or sent to state training schools by the juvenile court are to be coded W02, W3A or W3B as appropriate. 4. Students detained by court action shall not be withdrawn until notification is received by the appropriate district entity; i.e., the dropout prevention or student services office.
W15	*Any KG -12 student who is withdrawn from school due to nonattendance after all procedures outlined in sections 1003.26 and 1003.27, FL Statutes, have been followed.* Contact Student Accounting Services before using this code. **District Note:** For a <u>student 18 or older</u> that is no longer attending and is not available to sign the Intent to Terminate School Enrollment Form. It is recommended that schools send a letter (included in the Compulsory Attendance Manual) notifying the parent/guardian(s) that the student will be withdrawn, and give the parent/guardian(s) an opportunity to return the student to school prior to the withdrawal. If the student is available to sign the Intent to Terminate form, please refer to withdrawal code W05.
W18	*Any KG -12 student who withdraws from school due to medical reasons and the student is unable to receive educational services, such as those provided through the hospital/homebound program.* Contact Student Accounting Services before using this code. **Note:** Do not use this code to withdraw a student for Home Education, use code W24.

CODE	DEFINITION/EXPLANATION
W21	*Any KG -12 student who is withdrawn from school due to being expelled with no educational services.* Contact Student Accounting Services before using this code. **Note:** If a student who has been through the expulsion process is offered and accepts alternative placement, use W01 or W02 as appropriate. Use the following coding if the expelled student transfers to a non-public school (W04), to a public school in another district (W3A), out-of-state (W3B) or to Home Education (W24).
W22	*Any KG-12 student whose whereabouts is unknown and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.* **Example:** This code may be used for students who are withdrawn because they cannot be located. These students will be counted and reported as dropouts. **Note:** Use this code for students for whom every effort has been made to locate them. Districts are strongly encouraged to submit data on their dropouts twice per year through the Student Dropout Match Information Format. It is critical that districts utilize the reports generated through this data submission to correct their dropout data. **District Note:** A school administrator or social worker must make the official determination of the student's status. If a parent/guardian does not respond to attempted contacts, i.e. letters, phone messages, etc., the investigating process must involve a social worker to verify status prior to using W22. If a student received no intervening instruction but returns to the same school, the student should be coded with an R03 re-entry code and the W22 code would remain. If the student returns to another VCS, the prior school W22 should be updated to W02.
W23	*Any KG-12 student who withdraws from school for any reason other than W01-W22 or W24-W27.* Contact Student Accounting Services before using this code. **Note:** This code should not be used unless all other avenues have been exhausted and the district specifically approves its use. Students receiving exceptional education services who reach age 22 without receiving a standard diploma, special diploma, certificate of completion, or special certificate of completion should be assigned this withdrawal code. It is anticipated that the frequency of use for this code will be 3 percent or less statewide.
W24	*Any PK-12 student who withdraws from school to attend a home education program.* **District Note:** Use of this code includes students withdrawing to attend home school (N998). Students may also opt to participate in Florida Virtual courses on a part-time basis.
W25	*Any student under the age of 6 as of February 1 who withdraws from school.* **Examples:** 1. Use this code for students who withdraw from pre-kindergarten, Head Start, teenage parent programs, and migrant programs that serve children under the minimum compulsory attendance age. 2. Use this code for children who are served in prekindergarten programs and who are removed from the programs by a parent/guardian. **Note:** Students under the minimum compulsory attendance age who appear as DNE's on your files should be recorded as W25. **District Note**: Minimum compulsory attendance age is defined as a student who has turned six on or after February 1st of the current school year. This code does not apply for students that have turned six prior to February 1.

CODE	DEFINITION / EXPLANATION
W26	*Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements.* **Note:** 1. If a student who is assigned code W26 does not enroll in the adult program during the school year, he or she should be recorded in the appropriate category, i.e., W05, W15, or W22. 2. If a student is assigned code W26 and enrolled in the adult program but is no longer enrolled by the end of the school year, he should be re-coded in the appropriate category by the last secondary school attended, unless the district has a justifiable policy regarding recoding students who do not remain in a postsecondary program during the school year in which they withdrew. 3. This code also applies to those students who are provided programs through cooperative agreements with adult schools in an adjoining district, at a community college, or adult programs in other districts with which there is no cooperative agreement. 4. W26 should also be used when a student withdraws from school, takes and passes the GED test and is awarded a State of Florida Diploma (GED). **District Note**: Use this code for students age 16 or above who have withdrawn to enter any adult program - DSC Adult Education, Forward March, Hometown Talent, Tech Bridge or PACE Outreach.
W27	*Any student who graduated from school with a special diploma based on option two mastery of employment and community competencies.*
WD1	*Any student with disabilities who met all of the requirements to receive a standard diploma who deferred receipt of the diploma to remain eligible for FAPE, per section 1003.4282(11)(c), F.S.* **1003.4282(10)** (c) A student with a disability who meets the standard high school diploma requirements in this section may defer the receipt of a standard high school diploma if the student: 1. Has an individual education plan that prescribes special education, transition planning, transition services, or related services through age 21; and 2. Is enrolled in accelerated college credit instruction pursuant to s. <u>1007.27</u>, industry certification courses that lead to college credit, a collegiate high school program, courses necessary to satisfy the Scholar designation requirements, or a structured work-study, internship, or pre-apprenticeship program.
WFT	*Any student who graduated from school with a standard diploma and satisfied the state approved graduation test requirement through a concordant and/or comparative score.* Requires District Authorization prior to use.
WFW	*Any student with disabilities who graduated from school with a standard diploma and an FCAT Waiver and/or Statewide Standardized Assessment Results Waiver.* *Note: This code is valid for students who entered 9th grade prior to the 2013-14 school year.*
WGA	*Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, satisfied the state approved graduation test requirement through a concordant and/or comparative score, and was awarded a State of Florida High School Performance-Based Diploma.*
WGD	*Any student who completed the Performance-Based Exit Option Model Program requirements and passed the Performance-Based Exit Option Tests, but did not pass the state approved graduation test and was awarded a State of Florida diploma.*

CODE	DEFINITION / EXPLANATION
WPO	*Any student who is withdrawn from school without receiving a standard diploma and subsequent to receiving a W07, W08, W8A, W09, or W27 during the student's year of high school completion.* **District Note:** Refer to manual section for Students Attending Additional School Years.
WPR	*For displaced Puerto Rican juniors and seniors who chose to graduate under the Puerto Rico high school graduation option.* *Note: This code will not be valid after the 2018-19 school year.* **District Note:** Students with this code must be flagged on S313.Demographics with 'Y - Entered district due to hurricane' in the 'Affected by Natural Disaster' field.
WRW	*Any student with disabilities who graduated from school with a standard diploma and a Statewide Standardized Assessment Results Waiver*
WVC	Withdrawing Volusia County from home education, discipline office, child find and other selected groups. (District Use Only)
WXL	*Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(3).*
WXT	*Any student who graduated from school and met all the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, F.S. 1002.3105(3) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score.*
WXW	*Any student who graduated from school and met all the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, F.S. 1002.3105(3) and satisfied the state graduation test requirement with an approved statewide assessment waiver.*

Certificate of Completion Codes – W08, W8A, W8B, W09

Diploma Codes – W06, W07, W10, W27, WD1, WFT, WFW, WGA, WGD, WPR, WRW, WXL, WXT, WXW

Dropout Codes – DNE, W05, W13, W15, W18, W21, W22, W23

Attendance Recordkeeping Requirements

Grade PK

Attendance must be maintained on a daily basis for all students in grade PK. No period activity is added to attendance for this grade level.

Grades KG-5

Attendance for grades KG-5 must be maintained on a daily basis for all students by the primary instructor in the homeroom period. No absence codes are added to a period.

Grades 6-12

Attendance must be recorded on a period by period basis for all students in grades 6-12 by each teacher. The first period attendance must be recorded during the first 10 minutes of class.

Attendance Coding

It is the discretion of the school administration to determine a student excused or unexcused when arriving late, leaving early or absent during the day. The designation of unexcused absent and unexcused late are the only options available at the classroom level, and may be changed by the attendance office clerk or administration if grounds for excusal are satisfied.

Absence Default Code

The district has determined that (U- Unexcused) must be used for the initial coding for a student's absence. When the type of absence is determined the unexcused absence code may be changed if necessary.

Tardy/Late

Students that arrive late to school are to be documented as part of the daily attendance procedures. A tardy must be recorded under the period the student arrived, and for elementary schools under the homeroom tab. The late student will be identified as unexcused (L-late) or excused (T-tardy). Tardy/late examples can be found in the Compulsory Attendance Manual distributed by the Department of School Social Services.

Check-out Excused/Unexcused

Students in grades K-12 that leave early are to be documented as part of the daily attendance procedures. All students checking out early are to be recorded on the check-out document maintained by the office and must be identified as unexcused checkout (B) or excused checkout (C). Excused and unexcused checkout examples can be found in the Compulsory Attendance Manual distributed by the Department of School Social Services.

For elementary schools, the checkout code is **only** recorded under the period the student was checked out. For secondary schools, the checkout will be recorded under the period the student was checked out followed by the appropriate absence code for the remaining periods (i.e. CEEE for an excused student checking out 4th period or BUUU for unexcused). When a student is checked out between periods, the checkout code should be entered in the period not attended.

First Day of School

Attendance <u>should not</u> be recorded on the first day of school with the exception of suspensions carried over from the prior year. DJJ sites whose school year began in July are excluded. On the first day schools are required to identify the following:

- Students that are enrolled but not present on the first day of school should be withdrawn with a withdrawal code of DNE (Did Not Enter). This process <u>excludes:</u>
  - Staggered Start KG students;
  - Students in grades 9, 10, 11 & 12 at participating Freshman Transition High Schools; or
  - Students with suspensions carried over from the prior year.
- The following rosters/cards can be used to document students that did not enter:
  - Elementary Gradebook Users – Class Roster by Homeroom – STD_C00070
  - Elementary CrossPointe Attendance Users – Elementary Daily Absentee Cards – STD_C00483
  - Secondary Schools – Student schedules not picked up

DNE Withdrawal Code

Students that did not enter as expected on the first day of school must be withdrawn with a withdrawal code of DNE (Did Not Enter). This code is entered for a student only at the beginning of the school year. Panel Z401 - DNE Entry is used to mass add the student ID's for students that did not enter on the first day of school. Refer to (TAP ENR – 002 How to Enter and Update DNE Records). Withdrawal code DNE is considered a temporary code until the whereabouts and educational status of a student is confirmed. Students coded DNE should be referred to the social worker, if needed, to assist in determining the status of the student. **All DNE's should be appropriately re-coded by the Friday prior to the week of Survey 2.** For additional information, refer to the Guidelines for handling DNE's in the Compulsory Attendance Manual.

Changing a DNE

When a determination is made concerning the student the appropriate change must be made to the DNE withdrawal code.

- For students coded DNE that return to **the same school** without an intervening educational experience update panel S313 using the following steps:
  1. Add '3' asterisks' (***) in the entry code field and save;
  2. Update the entry date field with the new start date and save.
- For students coded DNE that enter at **another school** in the district without an intervening educational experience, the entry code will be based on where the student last attended. After adding the entry record, the DNE withdrawal code from the original school must be updated by the current school to a W02 on S319 Enrollment Detail by selecting the magnifying glass for the record.
- For students coded DNE that enter the same or another school at a later date after an intervening educational experience, the entry record will be based on the student's last school of enrollment. The DNE withdrawal code must be updated by the current school to the appropriate withdrawal code based on the student's last school of enrollment.

Staggered Start Procedures

Kindergarten Staggered Start
Kindergarten students who will be attending one of the three staggered start dates are currently enrolled in the S313 Demographic/Enrollment panel with the appropriate entry code and an entry date of the first day of school. New KG students enrolling in the first three day period should also be enrolled with an entry date of the first day of school. Any kindergarten registrations after this period would be enrolled using their actual start date and the normal enrollment procedures.

Below are attendance procedures that must be followed for kindergarten students during the three staggered start days at the beginning of school.

1. No absences are recorded during the first three days of school;
2. Using the Elementary Soft Roster (STD_C00586), record the students' scheduled start date next to the students' name;
3. Distribute the class roster to KG teachers prior to the first day of school so that the teachers may take roll for each student each day. Be mindful that newly enrolled students may need to be handwritten on the roster, or a new roster generated;
4. Instruct all KG teachers to submit the completed roster to the office by end of the 3rd day of school so that students that did not attend one of the three days can be withdrawn with a DNE by 5 PM;
5. Instruct KG teachers that normal attendance procedures begin on the 4th day of school.

For the KG students that are withdrawn with a DNE and return at a later date, the DNE must be removed by using S313 and the procedures for a returning DNE student (see previous page). The student's actual start date will become their new entry date.

Participating Freshman Transition High Schools
Grade 9
All 9th graders that do not attend on day one should be withdrawn with a DNE withdrawal code. The deadline for adding the 9th grade DNE's is **5 PM, Wednesday, on the 3rd day of school**.
Regular attendance begins on Wednesday in the Gradebook for 9th grade students.

Grades 10, 11 & 12
Students in grade levels 10, 11 & 12 that do not attend DAY 2 should be withdrawn with a DNE withdrawal code. The deadline for adding the DNE's is by **5 PM, Wednesday, on the 3rd day of school**.
Regular attendance begins on Wednesday in the Gradebook for all 10th, 11th and 12th grade students.

Adding DNE's for All Transition High Schools (Grade Levels 9-12)
Use Panel Z401. DNE Entry which will allow a mass add of students defaulting the withdrawal date to the required first day of school. Students that are withdrawn with a DNE and return to the same school at a later date, the DNE must be removed by using S313 and the procedures for a returning DNE student (previous page). The student's actual start date will become their new entry date.

Attendance for Part Time Students

Pursuant to guidelines set forth in the Florida Department of Education's Attendance Recordkeeping Handbook attendance is to be taken for all students scheduled into a course(s) at a public school facility. This includes students attending for an abbreviated day or fewer than 5 days as outlined below.

Students Attending Shorter Than Normal Day

Elementary: Public, Non-public, private or home education students that are partially enrolled are to be marked absent in the homeroom period when applicable.

Secondary: Public, Non-public, private or home education students that are partially enrolled are to be marked absent in the period(s) the student is scheduled to attend when applicable.

Students Attending Shorter Than Normal Day & Less Than 5 Days

Elementary: Public, Non-public, private or home education students that are partially enrolled are to be marked absent in the homeroom period. For the day(s) the student is scheduled to attend, absences are to be recorded using the applicable absence code. Because students are assumed present, for each day the student is not scheduled to attend, absences are to be recorded with an (E) excused.

Secondary: Public, Non-public, private or home education students that are partially enrolled are to be marked absent in the period(s) they are scheduled to attend. For the day(s) the student is scheduled to attend, absences are to be recorded using the applicable code. Because students are assumed present, for each day the student is not scheduled to attend, absences are to be recorded with an (E) excused.

Dual Enrollment

Schools are required to take attendance for students with dual enrollment courses taken on a Volusia County district school campus. Schools **are not to take attendance** for dual enrollment courses taken at a post-secondary institution, and should not be coded absent for the periods not scheduled at the zone/assigned school. For information on coding dual enrollment students refer to CrossPointe TAP SCH – 020 dual Enrollment Procedures.

Early Admission Students

A student enrolled at a post-secondary institution that has an Early Admission Dual Enrollment Agreement with Volusia County Schools are to be enrolled on panel S313. These students are excluded from daily attendance procedures. Upon completion of requirements for a high school diploma, the Early Admission student is to be withdrawn. If the student returns before meeting requirements for a high school diploma, daily attendance would resume.

Hospital Homebound Part-time

For a student who receives part-time Hospital Homebound instruction, the student remains enrolled at the zone/assigned school and the school is responsible for recording attendance for the courses occurring on campus. The Hospital Homebound office is responsible for the attendance of all Hospital Homebound courses (9850).

Students Enrolled in Courses at More Than One Public School

Attendance will be taken at each school of instruction where the student is enrolled in a course.

Volusia Virtual Part-Time (School of Instruction - 7006)

Volusia Virtual Part-Time (VVPT) attendance is monitored by the Online Learning office.

Attendance for Full-Time Students Not on Campus

Students assigned to Home Instruction or Off Campus Instruction will remain enrolled in the zone/assigned school, and a new schedule will be created by the Hospital Homebound office. Prior to the zone/assigned school dropping their schedule, future dated attendance should be removed and the discipline file updated if applicable. The school is responsible for updating Gradebook attendance and the CrossPointe discipline file, and will submit a request to Student Accounting Services or CrossPointe Student Support for the deletion of any invalid attendance in CrossPointe prior to dropping the student's schedule.

Home Instruction (HI)

A student receiving 'Home Instruction' remains enrolled at the zone/assigned school. The school will be notified to drop their schedule by the Hospital Homebound staff. Hospital Homebound will add the (HI) schedule under school 9001 and flag the student with the 'H' code to signify the assignment under Hospital Homebound. The attendance for a student receiving (HI) instruction by a one-on-one teacher is manually added into CrossPointe by the Hospital Homebound office. For (HI) students scheduled into on-line courses, attendance will be programmatically posted to CrossPointe.

Off Campus Instruction (OCI)

A student receiving Off Campus Instruction (OCI) remains enrolled at the zone/assigned school. The school will be notified to drop their schedule by the Hospital Homebound staff. Hospital Homebound will add the (OCI) schedule under school 9001 and flag the student with the 'H' code to signify the assignment under Hospital Homebound. The attendance for a student receiving (OCI) instruction by a one-on-one teacher is manually added into CrossPointe by the Hospital Homebound office. For (OCI) students scheduled into on-line courses, attendance will be programmatically posted to CrossPointe.

Jump Start Academy

A student participating in the Jump Start Academy will remain enrolled at their zone/assigned school. The student's schedule is added by the alternative site delivering instruction, either Highbanks Learning Center (2041) or Riverview Learning Center (5434). The alternative site is responsible for attendance. If it is determined that the student will no longer participate in Jump Start Academy, the zoned school must be notified and a determination made regarding the student's enrollment status.

Attendance Posting Deadlines

Gradebook attendance is posted daily to CrossPointe. Reports for a particular school day will not be requested by the district until the following day to allow schools sufficient time to update attendance.

All schools, whether entering attendance in CrossPointe or the Gradebook, are required to add attendance during the first 10 minutes of the day. To ensure that all updates are included in CrossPointe and available for Volusia Connect calls, all other attendance must be added by the times listed below.
- Gradebook - Elementary (9:30 AM)
- Gradebook - Elementary (4:00 PM)
- Gradebook - Secondary (4:15 PM)
- CrossPointe - Elementary and Secondary (4:30 PM)

PLEASE BE REMINDED THAT CROSSPOINTE IS THE OFFICIAL RECORD OF ATTENNDANCE

Attendance Recording Documents

Gradebook Schools

Elementary schools must record attendance using the Quick Attendance homeroom tab - 00(Y) – Homeroom. The approved substitute teacher roster is listed below and must be kept as a part of the FTE compliance system.

- VCS Substitute Teacher Attendance Roster

Secondary schools must record attendance by period using Quick Attendance. The approved substitute teacher rosters are listed below and must be kept as a part of the FTE compliance system.

- VCS Substitute Teacher Attendance Roster
- STD_C00057 CrossPointe Secondary Attendance Sheet (Tchr/Per/Name)
- STD_C00059 CrossPointe Secondary Attendance Sheet without Barcodes (Tchr/Per/Name)

CrossPointe Schools

Elementary schools are required to use the Elementary Daily Absentee Card as the original attendance recording device. **The cards must be kept as part of the FTE Compliance System.** Blank attendance cards for new students can be ordered from the copy center.

- STD_C00483 Elementary Daily Absentee Card

Secondary schools using CrossPointe (selected sites) where teachers do not record attendance online can use one of the following documents which **must be kept as part of the FTE Compliance System**.

- STD_C00057 CrossPointe Secondary Attendance Sheet (Tchr/Per/Name)
- STD_C00059 CrossPointe Secondary Attendance Sheet without Barcodes (Tchr/Per/Name)
- STD_C00484 Secondary Daily Absentee Card
- Or another attendance document preapproved by Student Accounting Services

FLDOE Enrollment and Attendance Survey Reporting and FTE Reporting

The Florida Department of Education (FLDOE) tracks the in-and-out migration of Florida's PK-12 students from the entry code and Prior School Location data. This information is captured and reported to FLDOE during FTE survey periods 2 (October), 3 (February), and 5 (July). Prior school information and related fields, transfer-from code, prior district code, state code, and country code are located and entered on enrollment panel S313. Entry Code/Prior School Edits report (STD_C00110) located under VCS Reports & Downloads/Enrollment should be run prior to the FTE survey weeks to identify coding errors that may need correction.

Determining FTE Survey Eligibility

FTE Survey periods 2 and 3 are a major component of district funding. These survey periods occur during the school year at a time determined by FLDOE. The following criteria must be met in order to satisfy a student's eligibility for survey reporting:

1. **Membership Eligibility**
   A student must be in membership (enrolled in a school and scheduled into one or more courses) at least **one day during the survey week** in order to satisfy membership eligibility and be reported for a survey. Students not meeting membership eligibility will not be included in state reporting.
   Membership eligibility is automatically determined by enrollment data as the survey process runs. Only students meeting membership eligibility will be reported. A student is a member from the date of entry until the date of withdrawal. Any student withdrawn from membership prior to or on the first day of the survey week will be excluded from survey reporting.

2. **Attendance Eligibility**
   A student must be in attendance **one of the five (5) days of the survey week OR one of the six (6) school days immediately preceding the survey week** in order to satisfy attendance eligibility. Students not meeting attendance eligibility <u>will be included </u>in survey reporting; however the data will **not generate any funding** for the district.
   Attendance eligibility is automatically determined during the daily survey process starting the Monday following the survey week. This determination will be made from attendance data available in CrossPointe. It is imperative that attendance data be accurate and up-to-date by the end of the day on the Friday of the survey week.

FTE Audit Documents

It is the responsibility of the principal or designee to oversee to the proper retention and storage of all the FTE audit documents. These documents must be saved as part of the FTE compliance system and **retained in a safe and secure location for three years or until no longer needed for audit**, whichever is longer.

1. Gradebook Schools
   Elementary and Secondary schools using the Gradebook are required to retain one of the below listed substitute teacher rosters for any day during the 11-day survey eligibility window a substitute is in the classroom:

   - Gradebook VCS Substitute Teacher Attendance Roster
   - STD_C00057 CrossPointe Secondary Attendance Sheet (Tchr/Per/Name)
   - STD_C00059 CrossPointe Secondary Attendance Sheet without bar codes

2. CrossPointe Attendance Schools
   One of the following approved cards or rosters is required to be retained for **every day** during the 11-day survey eligibility window:

   - STD_C00057 CrossPointe Secondary Attendance Sheet (Tchr/Per/Name)
   - STD_C00059 CrossPointe Secondary Attendance Sheet without bar codes
   - STD_C00483 Elementary Absentee Card
   - STD_C00484 Secondary Absentee Card
   - Another attendance document preapproved by Student Accounting Services

3. Documentation supporting changes to the original attendance card or roster

4. Report for Teachers Who Have Not Taken Attendance is required to be retained for **every day** during the 11-day survey eligibility window:
   - Gradebook – Attendance Tracking Report
   - CrossPointe – SB253 Teachers Who Have Not Taken Attendance

5. STD_C00328 Student Attendance Register

   Schools will receive notification with detailed directions for requesting the attendance register. The register contains the enrollment and attendance data for the entire 180-day year and the associated summer sessions.

Attendance Reporting Procedures
Elementary Schools Using the Gradebook

The school attendance administrator oversees the required attendance procedures that follow. In addition to the teachers, the attendance office specialist is responsible for maintaining and recording attendance data. A back-up person should be trained to fill-in for this person if necessary.

Attendance for HOMEROOM should be added during the first 10 minutes of class. All attendance entered by 9:30 AM will be included in the morning export of attendance into CrossPointe and available at 10:15 AM for schools electing the manual export into Volusia Connect. Attendance entered after 9:30 AM and by the deadline of 4:00 PM will be included in the afternoon export into CrossPointe and to Volusia Connect. To accommodate the late posting of current day attendance to CrossPointe, attendance reports for the current date should not be run from CrossPointe until the following day. Be advised CrossPointe attendance panels are view only.

The Gradebook Quick Reference Guide located on the Student Accounting Services website includes directions for adding attendance to Quick Attendance, Attendance Editor and Batch Attendance, the data exchange schedule, report information and district contacts.

1. **Teacher Attendance:** Teachers take attendance using the Quick Attendance HOMEROOM tab, 00(Y) – HOMEROOM. Only codes 'U' and 'L' can be selected on Quick Attendance by the teacher.
    a. Attendance must be added during the first 10 minutes of the day.
    b. Teachers with multiple homeroom tabs must take attendance for each homeroom tab.
    c. Updates to prior attendance days can be made for the current grading period only.
    d. If all students are present, the *All Present* button must be selected **documenting that attendance has been taken**. This applies even when the office has added other coding for a student such as an excused absent.

2. **Late/Tardy & Checkout Attendance:** For any student that arrives late, the late code must be recorded in the (HR) period <u>and</u> in the period they arrive.

    Late/Tardy and checkout documents should be maintained by date, and kept in the main office for daily use. Each document should contain the student's name, student ID, time entered or checked out and the signature of the person checking the student in/out. **These documents should be retained for audit purposes**.

    If the teacher is responsible for adding the (L) code in the homeroom period for a student that arrives during period 01, the (L) code must also be added under the period 01 tab (excluding PK and KG). This can be accomplished by either option below and is a school based administrative decision that should be determined and communicated to the teachers and office.

    • The teacher adds the (L) code in both the 00(Y)-Homeroom period and period 01 (grades 1-5).
    • The teacher adds the (L) code in the 00(Y)-Homeroom period and the office specialist adds the (L) to period 01 (grades 1-5).

3. **Office Attendance:** Attendance Editor or Batch Attendance is utilized to add other attendance activity for the day. This includes students arriving late or checking out by period/time, excused absences and any other attendance activity. The following guidelines apply to Homeroom (HR) and Period Coding:
    a. The Daily field is <u>automatically updated</u> with the code placed in the HR period tab and is <u>not to be manually updated</u>.
    b. Students in grade PK – only require **homeroom coding**.
    c. Valid homeroom codes are (E, L, R, S, T, U, V, X, Z), and are used exclusively for a type of absence and/or late code.
    d. Valid Period Codes are (B, C, F, G, I, L, T)
    e. When a student has an In-school suspension, the (I) is coded in **all periods.**
    f. (F-Field Trip) or (G-Group Activity) codes should be added in the applicable periods based on activity and **not added in the HR period**.
    g. Checkout codes (B-unexcused) or (C-excused) are added in the period a student is checked out and **not added in the HR period**.
    h. Tardy codes (L, T) are added in the HR period and the period that the (KG-5) student arrives based on the period tab chart below.
    i. Due to the combining of period 01 and 02 in the Gradebook, students arriving late during the period 01-02 time block can only be coded in period 01. If needed, the comment field may be used to record the actual time of arrival.
    j. Quick attendance for KG teachers excludes period 01 tab, therefore if the student arrives during period 01, the office must add the L in Attendance Editor.

Period/Time Chart
Used to determine the period coding based on time of day

01-02	7:56 – 9:30
03	9:31 – 10:15
04	10:16 – 11:00
05	11:01 – 12:00
06	12:01 – 1:00
07	1:01 – 2:05 (3:20 Plus 1 schools)

4. **Substitute Attendance:** Substitutes must be provided with the *VCS Substitute Teacher Attendance Roster* located under Reports/Administrative. The substitute rosters must be signed by the substitute teacher and submitted to the office daily. The office will add the attendance submitted by substitute teachers by impersonating the teacher on the Quick Attendance HOMEROOM Tab 00(Y) - HOMEROOM. The office specialist should use caution not to override attendance previously added by the office when using Quick Attendance. **Substitute rosters must be retained for audit purposes**.

5. **Therapy Only Student Attendance:** The office will use Quick Attendance to add attendance for students that are attending for therapy only services (speech, language, PT or OT) as referenced in the 'Attendance for Part Time Students' section of this manual. The therapy teacher should report the attendance to the office for the days the student is scheduled to attend. The office will add the attendance submitted by the teacher by impersonating the teacher on the Quick Attendance HOMEROOM Tab. As with a regular classroom teacher, although the student may be present, the All Present button must be selected documenting that attendance has been taken.

6. **Attendance Tracking:** Schools must request the *Attendance Tracking Report* to verify that all teachers required to take attendance have taken attendance. For teachers listed, proceed with the school process determined by the attendance administrator for notifying teachers to add attendance. After all attendance for the day has been added, re-request the report and verify that the teachers required to take attendance are no longer listed. **This report must be saved as part of the FTE compliance system for the 11-day attendance eligibility windows for surveys 2 & 3.**

To request the Attendance Tracking Report, select New Reports / Attendance / Attendance Tracking Report. Make this report a favorite by selecting the ☆.

Elementary Attendance Tracking Report Request Sample

Start and End Dates: Dates must be the same – using a date range may cause errors.
Reported Attendance: Field <u>must</u> be blank to list teachers that have not taken attendance.
Hours: Select period 00(Y) Homeroom. By default, all periods are selected. To select HR only, you must click the All Hours box twice to blank out all periods, then select 00(Y).

7. **Verifying Attendance:**
    a. **Homeroom Attendance:** The *Gradebook VCS Elementary Homeroom Attendance Bulletin* located under New Reports/Administrative may be used to check data accuracy. Teachers should review the report and make any necessary corrections or report discrepancies to the attendance office.
    b. **All Attendance:** The *VCS Elementary Student Attendance* report located under New Reports/Administrative may be used for checking data accuracy across all periods. For more information on the uses of this report, please refer to Appendix 5.
    c. **Invalid Attendance:** The *Gradebook Attendance Edit Report (STD_C00626)* is located in CrossPointe under VCS Reports & Downloads/Attendance. This report identifies invalid attendance coding that must be corrected in the Gradebook. After the corrections have posted to CrossPointe, the edits will drop from this report. **<u>Examples</u>** of conditions that will edit on the report include:
        - A tardy or late code that is not added in both the HR and the period of arrival
        - A checkout code (B, C) that has been placed in the HR period
        - An invalid HR code placed in the HR period (B, C, F, G, I)
        - An invalid period code placed in a period (E, R, S, U, V, X, Z)

Attendance Reporting Procedures

Secondary Schools Using the Gradebook

The school attendance administrator oversees the required attendance procedures that follow. In addition to the teachers, the attendance office specialist is responsible for maintaining and recording attendance data. A back-up person should be trained to fill-in for this person if necessary.

All attendance must be entered by 4:15 each day to be included in the afternoon export into CrossPointe and to Volusia Connect. To accommodate the late posting of current day attendance to CrossPointe, attendance reports for the current date should not be run from CrossPointe until the following day. CrossPointe attendance panels are view only.

The Gradebook Quick Reference Guide located on the Student Accounting Services website includes directions for adding attendance to Quick Attendance, Attendance Editor and Batch Attendance, the data exchange schedule, report information and district contacts.

1. **Teacher Attendance:** Teachers take attendance by period using Quick Attendance. Attendance for period 1 must be added during the first 10 minutes of class. Teachers should be reminded that although all students are present, the *All Present* button must be selected documenting that attendance has been taken. This applies even when the office has added other coding for a student such as an excused absent.

   The following courses do not require attendance:

Annual Goals	Course: 4444444
Consultation	Course: 2222222
Driver Education	Course: 1900300A or 1900300S
Dual Enrollment Courses	Off Campus only
On the Job Training	Documented on timecard
Support Facilitation	
Volusia Virtual Part-time	
Florida Virtual School Courses	

2. **Late/Tardy & Checkout Attendance:** Late/Tardy and checkout documents should be maintained by date, and kept in the main office for daily use. Each document should contain the student's name, student ID, time entered or checked out and the signature of the person checking the student in/out. **These documents must be retained for audit purposes.**

3. **Office Attendance:** The office specialist will use Batch Attendance or Attendance Editor to add all other attendance activity for the day by period/module including students arriving late, checking out early, excused absences and any other attendance codes necessary for updating a student's attendance.

   Important note: When attendance is added in advance for a student and then their schedule is changed, the attendance will not carry over to the new course(s). Instead the periods for the new course(s) will be blank, resulting in missing periods of attendance. Attendance codes that may be added in advance include E, F, I, R, S, and V. It is recommended to withhold adding future attendance any time a school anticipates mass schedule changes (i.e. prior to a semester change). It will be necessary to communicate this to all personnel responsible for adding attendance which may include the discipline or guidance areas.

4. **Substitute Attendance:** Substitutes should daily document attendance using a roster, then sign and submit the roster to the office. **Substitute rosters must be retained for audit purposes.** One of the following rosters may be used to document attendance:
   a. *VCS Substitute Teacher Attendance Roster* located in the Gradebook, under Reports/Administrative
   b. *Attendance roster STD_C00057 or STD_C00059* located in CrossPointe, under VCS Report & Downloads to take period attendance (see TAP ATT-004 – How to Print Attendance Sheets for Substitute Teachers). The substitute rosters must be signed and submitted to the office daily for the office specialist to add using Quick Attendance.

Use caution when updating Quick Attendance for adding substitute teacher attendance being careful not to override attendance previously added.

5. **Attendance Tracking:** Schools must request the *Attendance Tracking Report* to verify that all teachers required to take attendance have taken attendance. For teachers listed, proceed with the school process determined by the attendance administrator for notifying the teachers to add their attendance. After all attendance for the day has been added, re-request the report and verify that the teachers required to take attendance are no longer listed. **This report must be saved as part of the FTE compliance system for the 11 day attendance eligibility windows for surveys 2 & 3.**

To request the Attendance Tracking Report, select New Reports / Attendance / Attendance Tracking Report. Make this report a favorite by selecting the ☆.

Secondary Attendance Tracking Report Request Sample

Start and End Dates: Dates must be the same – using a date range may cause errors.
Reported Attendance: Must be Blank
Hours: Check All Hours

6. **Verifying Attendance:**
   a. **Period Attendance:** The *SB251 Module Absentee Roster* located in CrossPointe from launch panel S236 Absentee-Rosters may be used to determine students with missing periods in attendance. The roster should be run for all periods the day following to accommodate the late posting of attendance to CrossPointe. Follow-up with teachers to verify and make any needed corrections as necessary for data accuracy. See Appendix 6 for report set up.
   b. **All Attendance:** The *VCS Student Attendance Report* located in the Gradebook, under New Reports/Administrative may be used for checking data accuracy across all periods. For more information on the uses of this report, please refer to Appendix 5.
   c. **Invalid Attendance:** *Attendance bulletin STD_C00114* located in CrossPointe, under VCS Reports & Downloads/Attendance should be run the day following to accommodate the late posting of attendance to CrossPointe. Teachers should view the bulletin for errors and make corrections. Updates to prior attendance days can only be made during a current grading period.

Attendance Reporting Procedures

Selected Sites Using CrossPointe

The school attendance administrator oversees the required attendance procedures that follow. In addition to the teachers, the office attendance specialist is responsible for maintaining and recording attendance data. A back-up person should be trained to fill-in for this person if necessary.

1. **Teacher Attendance:** Distribute the daily attendance cards/rosters to teachers, including an 'ALL PRESENT' card with instructions to sign, date and submit daily the applicable card/roster.

<div align="center">

Secondary: The following courses do not require attendance:

</div>

Annual Goals	Course: 4444444
Consultation	Course: 2222222
Driver Education	Course: 1900300A or 1900300S
Dual Enrollment Courses	Off Campus only
On the Job Training	Documented on timecard
Support Facilitation	
Volusia Virtual Part-time	

2. **Entering Attendance:** Attendance is added by either the teacher or attendance office specialist. All first period teachers must add attendance or submit the attendance cards, the 'All Present' card or approved roster, signed and dated to the office for all students who are absent at the beginning of the day. Attendance for period 1 must be added during the first 10 minutes of class. Attendance for the remaining periods must be entered by 4:30 pm.

   The teacher or attendance office specialist will use the attendance card or roster to enter student absences on Panel S241 for each period (excluding elementary sites that have daily attendance where the attendance code entered will post to the remaining periods). When absences are added and saved, the 'Attendance Taken' box will automatically flag. In the case of all students being present, the 'Attendance Taken' box must be checked manually and saved.

   The attendance office specialist will use Panel S233 to add all other attendance activity and updates for the day by period/module including students arriving late, checking out early, excused absences and any other attendance codes necessary. Attendance Panel S244 may also be used for updating an individual student's attendance.

3. **Late/Tardy & Checkout Attendance:** Late/tardy and checkout documents should be maintained by date, and kept in the main office for daily use. Each document should contain the student's name, student ID, time entered or checked out and the signature of the person checking out the student. **These documents must be retained for audit purposes.**

4. **Teachers Who Have Not Taken Attendance:** Schools must request the *Teachers Who Have Not Taken Attendance SB253* by using Panel S237- Verification Reports (see Appendix 4 – Schools Using CrossPointe). For teachers listed, proceed with the school process for entering missing attendance. Re-request the SB253 report and verify that the teachers required to take attendance are no longer listed. **This report must be saved as part of the FTE compliance system for the 11 day attendance eligibility windows for surveys 2 & 3.**

5. **Verifying Attendance:**

a) **Period Attendance:** The SB251 Module Absentee Roster located in CrossPointe from launch panel S236 Absentee-Roster may be used to determine students with missing periods in attendance. The roster should be run for all periods the day following to review all attendance for follow-up with teachers and make corrections as necessary. See Appendix 6 for report set-up.

b) **Invalid Attendance**: *Attendance bulletin, STD_C00113* (Elementary) or *Attendance Bulletin STD_C00114* (Secondary) located in CrossPointe, under VCS Reports & Downloads/Attendance should be run the day following to review attendance accuracy. Teachers will view the bulletin for errors and make corrections or submit corrections to the office for update. Updates to prior attendance days can only be made during the current grading period.

Attendance Code Definitions

Elementary students are considered absent for the day if the daily field is coded with one of the daily codes below and secondary students are considered absent for the day if <u>all periods</u> are coded with one of the following daily codes.

Daily Excused Absence Codes

CODE	DEFINITION / EXPLANATION
E	ABSENT - EXCUSED
R	RELIGIOUS – EXCUSED An absence due to attending off campus religious instruction or an absence for observance of a religious holiday. For additional information, see Student Policy 207 - Student Absences for Religious Instruction and Observance of Religious Holidays.
V	VERIFICATION – DOCTOR - EXCUSED This absence code <u>should only</u> be used for students who have reached the 15 day criteria and submit a doctor's note for absences **due to illness**. For students that **have not** met the 15 day criteria and a doctor's note is received, use code (E) – Absent Excused. If an absence is excused for any reason other than illness, use code (E).

Daily Unexcused Absence Codes

CODE	DEFINITION / EXPLANTION
S	SUSPENSION – OUT-OF-SCHOOL – UNEXCUSED
U	ABSENT - UNEXCUSED
X	EXCLUDED – IMMUNIZATION – UNEXCUSED Excluded from school due to lack of proper documentation of immunization.
Z	TRUANCY – UNEXCUSED Absence with or without the knowledge or consent of the parent or legal guardian constitutes truancy.

Other Attendance Codes

CODE	DEFINITION / EXPLANTION
B	CHECKOUT – UNEXCUSED
C	CHECKOUT – EXCUSED
F	FUNCTION – OFF CAMPUS – EXCUSED (Field Trip, School Activity)
G	GROUP ACTIVITY – ON CAMPUS – EXCUSED
I	SUSPENSION – IN-SCHOOL – EXCUSED
L	TARDY – UNEXCUSED
T	TARDY – EXCUSED

Glossary of Terms

Absence

Absence is the nonattendance of a student at scheduled times when attendance is to be taken on days school is in session. Under Rule 6A-1.044, any student must be counted absent who is not physically present at school or at a school activity during the prescribed count time as defined under the compulsory attendance law. In the administration of the daily compulsory attendance law and local school system policies, a student's absence in grade levels PK-12 may be considered as "excused" or "unexcused" and appropriately identified. In all cases, however, the student who is not present is counted absent. In addition, beginning with the 2006-07 school year, section 1003.02(1) (b), F. S. included the following provision: "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."

Attendance

Attendance is the presence of a student on days school is in session. The student must be actually at the school to which he or she has been assigned or present at an educational activity which constitutes part of the approved school program for that student.

Checkout

Checkout is when a parent /guardian removes a student from class prior to the official end of the day and may be excused with the permission of the parent/guardian and the school principal.

Late

Late is the unexcused absence of a student at the time attendance is taken, provided the student is in attendance before the close of the day. Lates are determined for reasons determined by the school principal.

Tardy

Tardy is the excused absence of a student at the time attendance is taken, provided the student is in attendance before the close of the day. Tardies are determined by the reason provided for arriving late.

Aggregate Days Attendance

Aggregate Days Attendance is the sum of days present for all students when school was in session during the period of report.

Average Daily Attendance

Average Daily Attendance is the average number of students present each day school was in session during the period of report.

Aggregate Days Membership

Aggregate Days Membership is the sum of the Aggregate Days Attendance and the Aggregate Days Absence of students for the days school was in session during the period of report.

Average Daily Membership

Average Daily Membership is the average number of students belonging each day school was in session during the period of report.

Membership is the number of students belonging to a school unit at any given time. A student belongs (is present or absent) from the date of entry in school to the date of withdrawal.

Percentage of Attendance

Percentage of attendance is the comparison of the number of students present with the number of students on the membership rolls.

Gradebook Attendance Reports

Reports are accessed from the navigation pane under the New Reports category. Attendance reports can be found alphabetically under Administrative or Attendance. Clicking the star icon will mark a frequently used report as a Favorite. Favorites will then appear at the top of the New Reports page.

The following Gradebook reports are the recommended reports supported by Student Accounting Services. As you are aware, CrossPointe contains the official attendance records for students. It is recommended that CrossPointe be used for any other attendance reports. Use of other Gradebook reports (not listed below) is not encouraged.

Administrative Reports

- **Attendance History Report**
  Displays all attendance records sorted by Teacher, Period, Course, and Student along with a history of any attendance changes per student and attendance date.
- **VCS Elementary Homeroom Attendance Bulletin**
  Displays all attendance reported under the homeroom tab and is listed alphabetically by teacher and student.
- **VCS Elementary Student Attendance Report**
  May be used to request a variety of attendance data by date or date range **(see Appendix 5).** The parameters of this report allow the user to select any attendance code(s), grade level(s), period(s) or student(s). The report can be sorted by grade level or student alpha.
- **VCS Student Attendance Report**
  May be used to request a variety of attendance data by date or date range **(see Appendix 5).** The parameters of this report allow the user to select any attendance code(s), grade level(s), period(s) or student(s). The report can be sorted by grade level or student alpha.
- **VCS Substitute Teacher Attendance Roster**
  Displays a roster of students for a teacher's courses, as well as attendance codes U and L.

Attendance Reports

- **Attendance Tracking Report**
  Displays all teachers required to take attendance that have not taken attendance**.** This report must be saved as part of the FTE compliance system for each of the 11 days of the survey attendance eligibility windows. Additional information for this report is distributed each survey period.

Attendance and Enrollment Reports – CrossPointe

There are many reports available from the information compiled from the enrollment and student attendance system. Attendance is posted nightly from the Gradebook to CrossPointe, therefore, reports from CrossPointe cannot be run until the following day. The types of reports are accessed as described below.

VCS Reports

A variety of VCS reports for attendance and enrollment are available when selecting [Reports..] from the menu bar at the top of a CrossPointe panel. Once VCS Reports & Downloads is opened, report categories are listed under the Main Menu. Some available reports from the Attendance and Enrollment category follow.

Attendance

- STD_C00114 - Secondary Attendance Bulletin
- STD_C00320 – Attendance Information by School and Date
- STD_C00328- Student Attendance Register
  The student attendance register will include attendance data for every student for the entire 180-day year and the associated summer sessions. The register is part of the FTE compliance system, and must be certified for completeness and accuracy by the principal. Schools will receive notification in July with the detailed direction for requesting this register.
- STD_C00626-Gradebook Elementary Attendance Edit Report
  The elementary attendance edit report identifies invalid Homeroom and period attendance coding as described under the Gradebook Elementary Attendance Procedures.

Enrollment

Dropout and Withdrawal Code Reports should be requested throughout the school year for monitoring. Schools will receive notification with detailed directions for requesting these reports that are located under VCS Reports/Enrollment.

- STD_C00108 - Students With a 'W01' or 'W02' Withdrawal Code and No Records Following
- STD_C00109 - Students With a Withdrawal Code of 'DNE'
- STD_C00111 - Dropouts Grade 9 or Above
- STD_C00112 - Truants Grades 08 and Below
- STD_C00394 - Dropouts With a Matching Record in the same/another district
- STD_C00402 - Dropouts With a Matching Record in another Community College

Batch Reports

A variety of attendance and enrollment reports are available for request when selecting reports from the menu bar at the top of the CrossPointe panel. Once opening reports, the options are listed by category. Directions for setting up a report request are included in Technology Services TAP RPT - 005 How to Print CrossPointe Reports. A few samples of reports commonly used are listed below.

- S236 Absentee-Rosters - SB251 Module Absentee Roster-Missing Periods in Attendance (Appendix 6)
- S237 Verification Reports - SB53 Teachers Who Have Not Taken Attendance (Appendix 4)
- S250 Warnings – Students With Perfect Attendance /SB210 Excessive Absences (Appendix 7)
- S308 Enrollment – SB306 Entry/Withdrawal Activity

Contact Information and Resource Documents

Contacts

Attendance	Tina Skipper	20063
Technical Assistance	Student Information & Applications Support	20000

Student Accounting Services Website

Volusia County Home Page
VCS Intranet (lower left under Quick Links)
Departments
Under Technology Services & Innovation
Reporting Requirements / Student Accounting Services

School Board Attendance Policy 206 – Student Attendance Policy

Volusia County Home Page
School Board
School Board Policies
Board Docs
200 - Students/Pupils Policies
206 Student Attendance Policy

Compulsory Attendance Manual

Volusia County Home Page
Departments
Instructional Services
Exceptional Student Educational and Student Services
Student Services
School Social Services
Menu on left - Attendance
Under Compulsory School Attendance / Compulsory School Attendance Manual

Florida Attendance Statutes

http://www.leg.state.fl.us/statutes
TITLE XLVIII K-20 EDUCATION CODE
Chapter 1003 Part II: SCHOOL ATTENDANCE (ss. 1003.21-1003.29)

School Calendar

The 180 day 2017-2018 School Calendar (STD_C00293) is located under the Student Accounting Services website under attendance.

Appendix 1 – Attendance Coding Questions & Answers

1. **Q: If a student will be absent for an extended period of time due to travel or a family emergency, and the school anticipates the student's return, should the student be withdrawn or marked absent?**

   A: A student should not be withdrawn if the school anticipates their return.

2. **Q: If a student is suspended at the end of the school year for a number of days that exceed the last day of school, do the days of suspension continue at the beginning of the next school year?**

   A: Yes, the days of suspension carry over to the following year until complete.

   Verify when the student is returning, and proceed with the following:

   - *The student's day one entry remains in the enrollment file.*

   - *The suspension code (S) would then be indicated on day one in the attendance system and continue for the remaining days of suspension. (This is an exception for adding an absence on the same day as a student's entry).*

   - *It is important to be aware of the day the student returns to avoid marking the student incorrectly. Communication between the attendance specialist and the discipline office is important.*

   - *If the student's enrollment changes prior to the start of the new school year, then the student would be withdrawn day one with withdrawal code 'DNE' followed by an update to the appropriate withdrawal code.*

   - *If notification is received during the suspension period of time that the student is withdrawing, record the withdrawal code on the day following the day the information was received.*

3. **Q: If a student is checking out of school after a period has ended but prior to the start of the next period, which period should the checkout code be recorded?**

   A: The checkout code should be entered in the latter period.

Appendix 2 – Withdrawal Code Questions & Answers

1. **Q: What withdrawal code should be used for a student that is under six (6) years old that no longer will be attending school?**

   A: If a student will not attain the age of six by February 1 of the current school year, withdraw the student with W25. Withdrawal code 'W25' cannot be used for a student that turns six prior to February 1 of the current school year.

2. **Q: If a student is enrolled in school, and later it was determined that he/she has a GED, how should the student be withdrawn?**

   A: The student should not have been enrolled. The student is not eligible for funding. Delete all attendance and submit a request to the district to delete the student's enrollment record.

3. **Q: What code should be used for a student withdrawing to go to Job Core?**

   A: W3A – If the student will be attending in the state of Florida.W3B – If the student will be attending out of state.

4. **Q: When a student leaves a DJJ site and does not return to their home school as expected, who is responsible for investigating the student's whereabouts?**

   A: Following notification from the DJJ site to expect the student's return, the home school should proceed with the process in place for a non-enrolled student. An exception would be if the student returns from the detention center that has not been assigned alternative placement, the student is re-enrolled.

5. **Q: What withdrawal code should be used for a student withdrawing to attend a private school under the John M. McKay Scholarship school for Students with Disabilities Program or under the Corporate Tax Scholarship?**

   A: W04 – Any PK-12 student who withdraws to attend a non-public school in- or out of state.

6. **Q: What withdrawal code should be used for a student withdrawing to attend Florida Virtual School Full Time?**

   A: W3A – Any PK-12 student who withdraws to attend another public school in the state.

7. **Q: What withdrawal code should be used for a student withdrawing to attend Florida Virtual Part Time Courses (FLVS PT) while in Home School?**

   A: W24 – Any PK-12 student who withdraws to attend home school.

8. **Q: What is the appropriate amount of time for updating a student's withdrawal code? Example – a request for records is received in November for a student withdrawn with a W22 on the first day within the same school year.**

A: *A withdrawal code should be updated whenever a records request is received or upon receiving notification of a student's whereabouts regardless of the time passed.*

9. Q: **Can a student under 18 withdraw from school when they get married?**

A: *Yes. Students over age 16 that do not intend to continue school because of getting married must still sign an 'Intent to Terminate School Enrollment Form' and be withdrawn with withdrawal code (W05). Once they are married, the parent's signature is no longer required. Prior to withdrawing a student for this reason, the school should obtain a copy of the marriage certificate to accompany the Intent form to support the reason for not having the parent's signature.*

10. Q: **Should a student receiving therapy only, who completes services prior to the end of the school year and will be returning the next school year, remain enrolled and be marked absent until the end of the year?**

A: *No, the student should be withdrawn the day following their last day of therapy. The student will need to be entered after the start of school with the date their therapy begins.*

Appendix 3 – Entry/ Re-entry / Prior School Coding Questions & Answers

1. **Q: What entry code is used for students whose last school of enrollment was Home Education (N998)?**

   A: Entry code E04- Any PK-12 student who is enrolling in a public school in this district after having been in home education in Florida.

2. **Q: What entry code is used for students whose last school of enrollment was from Scholarship School of Enrollment (3518)?**

   A: Entry code E03- Any PK-12 student whose last school of enrollment was a private school in Florida.

3. **Q: Can a student have more than one E—(Entry Code) in a single school year?**

   A: Yes, if a student has left a school in the district and had an educational experience at a school outside of the district (E02), in a private school (E03), or coming from home school (E04), the appropriate code must be added upon their re-entry. A student cannot have more than one 'E01' entry record in a single year, or more than one or 'E05'in their enrollment history.

4. **Q: What entry code is used for a student that withdrew to attend DSC and then returns to a Volusia public school within the same school year?**

   A: R02 – Any PK-12 student who was received from another school in the same district.

5. **Q: What entry code is used for a student that withdrew to attend DSC the prior year and then returns to a Volusia public school the next school year?**

   A: E01 – Any PK-12 student who was enrolled in a public school in this district the previous school year.

6. **Q: What entry code is used for a student whose prior year of school was at a Volusia private school in addition to receiving ESE services from a Volusia County public school?**

   A: Entry code E03- Any PK-12 student whose last primary school of enrollment was a private school in Florida.

7. **Q: If a student withdraws and then re-enters without having had any educational experience, what entry code and prior school location code should be used?**

   A: Entry code R03- Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged. The PSL code would be district code (64).

8. **Q: A PK student who has previously been in a private day care program enrolls in the district. What Entry Code should be assigned to the student?**

   A: The student should be assigned an E05 code if the facility only provided childcare, but no instructional services, and the PSL should be (64).

9. **Q: An entering Kindergarten student has previously been enrolled in a private PK program in the district. Should the student be assigned an E05 or an E03?**

    A: The student should be assigned an E03 code if the student had been receiving instructional services at the private facility. If the facility only provided childcare, but no instructional services, the student should be coded as an E05.

10. **Q: What prior school status code is appropriate to report entering kindergarten students who were served in VPK in the previous year?**

    A: A kindergarten student who was enrolled in a district VPK program the previous school year should be coded E01; a student who was enrolled in a non-public VPK program the previous school year should be coded E03. A Kindergarten student who was previously in day care or has never attended should be coded as an E05.

11. **Q: A PK or kindergarten student enrolls in the district who was previously enrolled years before as an infant in the Teenage Parent (TAP) program. What Entry Code should be assigned to the student?**

    A: The student should be assigned an E05 if this is the student's first year in PK or kindergarten, and they did not receive instruction at a private school, the prior year to entering.

12. **Q: An entering kindergarten student has been enrolled in a Head Start program in the district that is not administered by the school district. What Entry Code should be assigned to the student?**

    A: The student should be assigned an E01 code because Head Start programs are federally funded and thus considered "public schools". Since the program is located in the same district, an E01 is the appropriate entry code...

13. **Q: A PK student from Belize enters school for the first time in August. Should the student be assigned an E05 or an E09?**

    A: If the student was in the U.S. prior to June 1, then the student should be assigned an E05. If a new PK or kindergarten student enters the country on or after June 1 of the previous school year, the student should be coded an E09.

14. **Q: A student is withdrawing from school due to non-attendance (W15) in November and re-enrolls in April in a different school in the same district without having attended any school in the interim. Should the student be assigned an R02 or an R03?**

    A: R03, because he was not expected to return to school in the district but did return without any intervening educational experience. The W22 withdrawal from the prior school should be updated to W02.

15. **Q: What Entry Code should be assigned to a student at the beginning of the school year if that student attended school in the district for the first time during summer school?**

   A: The Entry Code should reflect the student's prior school/location for the previous 180 day school year. If the student was in a public school in another district or state/territory or commonwealth, then the student should be assigned an E02 or E2A accordingly. For VPK students that attended for the first time in the summer, and were coded E05, their new year entry code would be E01. A student can only be coded E05 once.

16. **Q: What entry code should be used for a student entering from Florida Virtual School Full Time?**

   A: E02 – Any PK-12 student who enters from another public school in the state (district 71).

17. **Q: What entry code should be used for a student entering from Home School and taking Florida Virtual School Part Time Courses?**

   A: E04 – Any PK-12 student who enters from home school.

Appendix 4 – Teachers Who Have Not Taken Attendance Report
Schools Using CrossPointe Attendance (SB253)

The SB253 - Teachers Who Have Not Taken Attendance report displays all teachers required to take attendance that have not taken attendance. This report must be saved as part of the FTE compliance system for the 11 day attendance eligibility windows. Additional information for this report is distributed each survey period to the FTE Administrator.

Sample Line 001-Elementary - Daily Attendance: Md Field - 01

Sample Line 002- Secondary Schools Using CrossPointe – Period Attendance: Md Field Blank*

Appendix 5 – Gradebook VCS Student Attendance Report

Elementary – **VCS Elementary Student Attendance Report**

The 'VCS Elementary Student Attendance' report is located under administrative reports and can be used to identify students with a variety of conditions. A few examples with the parameter set up are listed below.

Student Attendance (All Day Absent):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: E, R, S, U, V, X, Z
Grade Level: Blank for all Grade Levels
Periods: 00
Which Periods: Any
Sort: Grade Level or Student Alpha

Student Attendance (All Attendance Activity):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: Leave blank
Grade Level: Blank for all Grade Levels
Periods: Blank for all periods
Which Periods: Any
Sort: Grade Level or Student Alpha

Student Attendance (All Day Field Trip):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: F
Grade Level: Blank for all Grade Levels
Periods: 01-07
Which Periods: All
Sort: Grade Level or Student Alpha

Student Attendance (Checkouts Period 07):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: B, C
Grade Level: Blank for all Grade Levels
Periods: 07
Which Periods: All
Sort: Grade Level or Student Alpha

Student Attendance (Tardy/Late First Period):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: T, L
Grade Level: Blank for all Grade Levels
Periods: 01
Which Periods: All
Sort: Grade Level or Student Alpha

Appendix 5 – Gradebook VCS Student Attendance Report *continued*

Secondary – VCS Student Attendance Report

The 'VCS Student Attendance' report is located under administrative reports and can be used to identify students with a variety of conditions. A few examples with the parameter set up are listed below.

Student Attendance (All Day Absent)
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: E, R, S, U, V, X, Z
Grade Level: Blank for all Grade Levels
Periods: Blank for all periods
Which Periods: All
Sort: Grade Level or Student Alpha

Student Attendance (All Attendance Activity):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: Leave blank
Grade Level: Blank for all Grade Levels
Periods: Blank for all periods
Which Periods: Any
Sort: Grade Level or Student Alpha

Student Attendance (Checkouts Period 07):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: B, C
Grade Level: Blank for all Grade Levels
Periods: 07
Which Periods: All
Sort: Grade Level or Student Alpha

Student Attendance(Group Activity Period 03):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: G
Grade Level: Blank for all Grade Levels
Periods: 03
Which Periods: All
Sort: Grade Level or Student Alpha

Student Attendance (Tardy/Late First Period):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: T, L
Grade Level: Blank for all Grade Levels
Periods: 01
Which Periods: All
Sort: Grade Level or Student Alpha

Student Attendance (All Student Suspensions):
Students: Check All Students
Begin Date: 09/18/2018
End Date: 09/18/2018
Attendance Codes: S
Grade Level: Blank for all Grade Levels
Periods: Blank for all periods
Which Periods: All
Sort: Grade Level or Student Alpha

Appendix 6 – Students with Missing Periods in Attendance Report

The students with missing periods in attendance report (SB251 Module Absentee Roster) can be requested using launch panel S236. Absentee – Rosters. The launch panel set up example follows. For direction on how to print reports from a CrossPointe launch panel, refer to Technology Services TAP RPT – 005 How to Print CrossPointe Reports.

Request Panel Set Up:
- The text typed in the Title field will be indicated on the report.
- Select the down arrow for report sequence options.
- Always add all absence codes to be included for determining a missing period of attendance.

Examples of conditions that <u>may</u> be ignored:

- Missing periods for a student that has arrived tardy.
  1 2 3 4 5 6 7
  ET

- Missing periods for a student that has arrived late and is marked absent for a couple periods.
  1 2 3 4 5 6 7
  UL   U

- Missing period for a student with a Volusia Virtual Part Time course
  (i.e. PER3 VVPT course)
   1 2 3 4 5 6 7
  UU   UUUU

Appendix 7 – Students with Perfect Attendance Report

The students with perfect attendance report (SB210 Excessive Absences Report) can be requested using launch panel S250 Warnings. The launch panel set up example follows. For direction on setting up a request from a launch panel, refer to Technology Services TAP RPT – 005 How to Print CrossPointe Reports.

- To request a specific grading period, the From date (Fr) and (To) date would be adjusted accordingly.

- To include students without any tardies or lates in the official daily field, add codes (LT) to the Absence Codes box.

- Students with checkouts will be included in the perfect attendance report. To identify students with perfect attendance and no checkouts, run the perfect attendance report and for each student listed, review the student's attendance on S244 Absence Detail for checkouts in any periods.

Appendix 8 - Enrollment Coding Examples Chart

If Prior School Location Is:	Transfer From	Prior District	State	Country	Entry Code
	S313. Demographics / Enrollment				
Public School in Volusia County	1 -Volusia County Public School	64	FL	US	E01
Public School in another Florida County	8 -Out of District Public School	*	FL	US	E02
Public School - Florida Virtual School Full Time (FLVS FT)	8 -Out of District Public School	71	FL	US	E02
Public School in another state or a US Commonwealth/Territory	8 -Out of District Public School	99	**	US	E2A
Private School in Volusia County	2 -Volusia County Private School	64	FL	US	E03
Private School in another Florida County	7 -Out of District Private School	*	FL	US	E03
Private School in another state or a US Commonwealth/Territory	7 -Out of District Private School	99	**	US	E3A
Home School and/or FLVS Franchise in Volusia County	3 -Volusia County Home School	64	FL	US	E04
Home School and/or FLVS Franchise in another Florida County	9 -Out of District Home School	*	FL	US	E04
Home School in another state or a US Commonwealth/Territory	9 -Out of District Home School	99	**	US	E4A
Out of Country (Excluding US Commonwealth & Territories**)	A -Out of United States	99	ZZ	***	E09
Community College in Volusia County - DSC	1 -Volusia County Public School	64	FL	US	E01
Community College outside Volusia County	8 -Out of District Public School	*	FL	US	E02
No prior year educational experience	6 -First Time Entry	64	FL	US	E05
No prior year educational experience - prior PK TAP baby	6 -First Time Entry	64	FL	US	E05
Prior year private VPK, PK with instruction in Volusia County	2 -Volusia County Private School	64	FL	US	E03
Prior year private VPK, PK with instruction in another FL County	7 -Out of District Private School	*	FL	US	E03
Prior year private PK with instruction outside Florida	7 -Out of District Private School	99	**	US	E3A
Prior year private PK w/o instruction (daycare) in Volusia County	6 -First Time Entry	64	FL	US	E05
Prior year public PK ESE Therapy Services Only in Volusia County	1 -Volusia County Public School	64	FL	US	E01
Prior year public VPK, PK ESE, or PK TAP in Volusia County	1 -Volusia County Public School	64	FL	US	E01
Prior year public VPK, PK, PK ESE, or PK TAP in another FL County	8 -Out of District Public School	*	FL	US	E02
Prior year public PK, PK ESE, or PK TAP outside Florida	8 -Out of District Public School	99	**	US	E2A
Prior year Head Start in Volusia County	1 -Volusia County Public School	64	FL	US	E01
Prior year Head Start in another FL County	8 -Out of District Public School	*	FL	US	E02
Prior year Head Start in another state or US Commonwealth/Territory	8 -Out of District Public School	99	**	US	E2A
Same Volusia Public School - changing grade or section	1 -Volusia County Public School	64	FL	US	R01
Same Volusia Public School - including entering a summer program	1 -Volusia County Public School	64	FL	US	R01
Another Volusia Public School - including entering a summer program	1 -Volusia County Public School	64	FL	US	R02
Volusia Public School-unexpected re-entry w/ no intervening education	1 -Volusia County Public School	64	FL	US	R03

See Instruction for Enrolling Students Manual
* District Table Appendix
** State/US Commonwealth/Territories Appendices
*** Country Appendix