



Sacramento

City Unified

School District

SUBJECT:

7019-20 NO BS-13

TO

DATE: August 6, 2019

PREPARED BY:

DEPARTMENT:

REVIEWED BY:

APPROVED:

In order to meet strict attendance reporting deadlines with the California Department of Education, the last day to update monthly attendance in Infinite Campus is **two weeks after the end of each school month (except Independent Study)**. See attached attendance calendar for specific dates. If a prior month absence needs to be corrected, please contact Tiffany Snowdon at 643-7852 or Adriana Avitia at 643-7868 to open the prior period to enable corrections to be made. **Requests to open prior periods beyond two months cannot be accommodated due to reporting requirements. P-2 is an official and audited report. Once P-2 has been locked in Infinite Campus and this key report submitted, months 1-7 may no longer be opened.**

**Reasons For Making Changes In Prior Months:**

Site owner contact attendance staff immediately

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
STUDENT ATTENDANCE SERVICES**

**ATTENDANCE AND ENROLLMENT CALENDAR**

**TRADITIONAL  
2019-2020**

<b>SCHOOL MONTH</b>	<b>NUMBER OF TEACHING DAYS</b>	<b>DATE SCHOOL MONTH BEGINS</b>	<b>DATE SCHOOL MONTH ENDS</b>	<b>LAST DAY TO UPDATE MONTHLY ATTENDANCE IN INFINITE CAMPUS</b>	<b>LAST DAY TO UPDATE MONTHLY ATTENDANCE IN INFINITE CAMPUS FOR CAPITAL CITY &amp; THE MET ONLY</b>
1	16	08/26/19	09/20/19	10/04/19	10/11/19
2	20	09/23/19	10/18/19	11/01/19	11/08/19
3	19	10/21/19	11/15/19	11/29/19	12/06/19
4	15	11/18/19	12/13/19	12/20/19	12/20/19
P-1	70				
5	19	12/16/19	01/24/20	02/07/20	02/14/20
6	18	01/27/20	02/21/20	03/06/20	03/13/20
7	20	02/24/20	03/20/20	04/03/20	04/10/20
P-2	127				
8	15	03/23/20	04/17/20	05/01/20	05/08/20
9	20	04/20/20	05/15/20	05/29/20	06/05/20
10	18	05/18/20	06/11/20	06/25/20	06/25/20
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PLEASE NOTE:

**PERIODS NOT USED FOR ATTENDANCE PURPOSES**

12/23/2019 THROUGH 12/27/2019 (1 Week)

12/30/2019 THROUGH 01/03/2020 (1 Week)

Updated 07/30/2019