

SUBJECT: Monthly Close Out Of Attendance Calendar 2016-17 NO. BS-66

TO:

Attendance Clerks

DATE: August 17. 2016

PREPARED BY: Michael Smith, Director III DEPARTMENT:

REVIEWED BY: Gerardo Castillo, CPA APPROVED:

Chief Business Officer

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 Merilee Carrasco at 643-7869 or Stella Reyes at 643-7867 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.**

Reasons For Making Changes In Prior Months:

Saturday School - If recouping ADA, must report to attendance the following Monday

- Site error contact attendance staff immediately. Excused absence note received late – contact attendance staff immediately.
- Short term Independent Study

If you have any monthly attendance questions please contact Merilee Carrasco at 643-7869 or Stella

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT STUDENT ATTENDANCE SERVICES

ATTENDANCE AND ENROLLMENT CALENDAR

TRADITIONAL 2016-2017

| CAMPUS |
|-----------------------------------|
| 1 16 SEPI 1 SEPI 23 OCT 07 OCT 14 |
| 2 20 SEP 26 OCT 21 NOV 04 NOV 11 |
| 3 19 OCT 24 NOV 18 DEC 02 DEC 09 |
| 4 20 NOV 21 DEC 23 JAN 13 JAN 20 |
| P-1 75 |
| 5 14 JAN UZ JAN 27 FEB 10 FEB 17 |
| 6 18 JAN 30 FEB 24 MAR 10 MAR 17 |
| 7 20 FEB 27 MAR 24 APR 07 APR 14 |
| P-2 127 |
| 8 20 MAR 27 APR 28 MAY 12 MAY 19 |
| 9 20 MAY 01 MAY 26 JUN 09 JUN 16 |
| 10 13 MAY 29 JUN 15 JUN 23 JUN 23 |

PLEASE NOTE:

PERIODS NOT USED FOR ATTENDANCE PURPOSES: 12/26/2016 THROUGH 12/30/2016 (1 WK.) 04/10/2017 THROUGH 04/14/2017 (1 WK)