

## Attendance Accounting

1. The Ranches Academy utilizes ASPIRE for official student attendance accounting for every student enrolled.
  - a. Attendance will be taken by the teacher the first half hour of the morning and recorded on ASPIRE. The teacher will save the attendance within the first half hour of the morning.
  - b. When a student checks out of school, an ASPIRE record will be made by the office.
  - c. A check-in slip will be sent to the teacher when a student checks in late. The computer entry will be made by the office.
  
2. Absences which are reported to the office will be recorded by the office in ASPIRE.

## Independent Study Contracts

A student may be allowed up to a maximum of ten (10) days for education/vacation leave if prior arrangements have been made with the school for the student to make up his/her homework. Make-up work and timelines should follow each individual teacher's disclosure statement. If the prior-approved absence will extend beyond the 10 days allowed, contact school director.

A student may be allowed up to a maximum of ten (10) days of absence per suspension, if the school is working with the student to prepare an acceptable program for his/her return to the classroom. The Daily Attendance Report must be marked to indicate the days students are away from school for education/vacation leave (v) or suspension (s). The Elementary Pupil Progress Report and the student's cumulative file should not show students present on days they are away from school for vacation/education leave or suspension.

If a student is not in school for reasons other than to attend a school activity, he/she is considered absent. This absence, although continued on school records, will be considered "excused".

This procedure allows students to have the educational experience of travel without scholastic penalty; however, it does disqualify students for receipt of any awards associated with attendance (i.e., 100% attendance award, etc.)

## Date of Withdrawal for Students – Ten-Day Rule

For proper membership accounting, the date of withdrawal must be the day after the last day of attendance or within 10 days after the last day of attendance on which it is officially known that the pupil has left school for one of the following reasons: completion, dismissal, death, transfer or administrative withdrawal. The date does not necessarily have to be the day after the last day of attendance, but in no case may it be longer than 10 days after the last day of attendance at any time during the year except in case of:

- (1) sickness,
- (2) hospitalization,\*
- (3) home and hospital services being provided according to district policy,
- (4) pending court investigation and action, and
- (5) prior-approved trip.

\*Home and hospital is comprised of two hours of instruction per week, with at least one contact per week and documentation of that contact on record for the auditors.

Schools must withdraw students after 10 consecutive days of absence, unless they fit one or more exceptions listed above. A letter should be sent by the school notifying the parents of the withdrawal.

Sometimes parents will attempt to get a Home School affidavit and withdraw their student after they have been referred to truancy court. The court process will continue even if they are in Home School.

Court ordered students in the truancy program must not be withdrawn from school records. The court process will continue for students who have been referred for truancy, even though they may withdraw from school in the meantime.

## Ten-day Membership Rule

The following Utah State Office of Education rule applies:

R277. Education, Administration.

R277-419. Pupil Accounting.

R277-419-1. Definitions.

“Membership” means a public school student is on the current roll of a public school class or public school as of a given date:

1) a student is a member of a class or school from the date of entrance at the school and is placed on the current roll until official removal from the class or school due to the student having left the school.

“Unexcused absence” means an absence charged to a student when the student was not physically present at school at any of the times attendance checks were made in accordance with Section R277-419-4B(3) and the student’s absence could not be accounted for by evidence of a legitimate or valid excuse in accordance with local board policy on truancy as defined in Section 53A-11-Part 1-101.

R277-419-5. Student Membership.

This law states that in order to generate funding, “a student shall not have unexcused absences on all of the prior ten consecutive school days.” This law also states that in order to generate funding, “a student shall have direct instructional contact with a licensed educator provided by the LEA at an LEA-sponsored center for tutorial assistance or at the student’s place of residence or convalescence for at least 120 minutes each week during an expected period of absence if physically excused from such a facility for an extended period of time...”

Telephone calls or other efforts not involving instructional time are not sufficient to generate funding for a student who has unexcused absences for more than 10 consecutive days. If a student is maintained in membership after 10 consecutive school days of unexcused absences, supporting documentation showing why the student has not been withdrawn must be maintained. A student may remain on the school’s rolls beyond 10 days of absence if the school is aware that they are absent due to a prior approved travel vacation, injury, illness, surgery, suspension, or pending court investigation or action.

Students in freestanding hospitals are exited out of our district if the program is 10 days or more. Many freestanding hospitals are accredited. The education staff at the hospital will teach the student.

## Transfer Students/Students Admitted During the School Year

When a student transfers or is enrolled during the year, it is their previous school's responsibility to properly exit them in ASPIRE. The Ranches Academy will check the entry/withdrawal record in ASPIRE or have the student bring in a copy of the transfer out form from the prior school.

Transferring or mid year enrolled students complicate student accounting. In order to ensure appropriate documentation and transfer codes are used, The Ranches Academy has established the following procedures:

1. Begin counting a student in membership the day he registers or first attends classes in your school.

2. Count a student in membership through the last day of attendance. When parents come to withdraw the student, identify the transfer-out date and stop counting him the first school day after his last date in attendance or the date you are informed the student has left school. If the next school day is a teacher comp day, use the school day following the teacher comp day as the exit date.

3. When a student's last attendance day is the last day of the month, the student is included in the month-end enrollment. His transfer-out status is reported the following month. The first school day of the new month is considered the check out date and no days are credited to him in the new month.