



## Policies & Procedures Manual

<b>Policy Number:</b> GE-20	<b>Issued/Revised:</b> 7/1/13
<b>Policy Section:</b> General	<b>Policy Owner:</b> School Finance
<b>Subject:</b> ABSENCE REPORTING	

**GE-20 IS EFFECTIVE THROUGH JUNE 30, 2012. EFFECTIVE JULY 1, 2012, REFER TO EX-18 FOR ABSENCE REPORTING**

### I. PURPOSE:

The purpose of this guideline is to provide updated guidance to school districts and charter schools (collectively, "the schools") regarding the reporting of attendance by absences which became effective 7/01/08. ADE has not accepted reporting in minutes since 7/01/08, unless this guideline is not applicable to the student pursuant to law. All updated procedures in this guideline apply to the schools and are effective retroactive to July 1, 2009.

### II. DEFINITION(S):

- a. **A full-time high school student** is "a student not graduated from the highest grade taught in the school district, or an ungraded student at least fourteen years of age by September 1, and enrolled in at least a full-time instructional program of subjects that count toward graduation as defined by the state board of education in a recognized high school." (A.R.S. § 15-901(A)(2)(b)(ii)).
- b. **A full-time instructional program** means "an instructional program that meets at least a total of seven hundred twenty hours during the minimum number of days required and includes at least four subjects each of which, if taught each school day for the minimum number of days required in a school year, would meet a minimum of *one hundred twenty- three hours a year*, or the equivalent, or one or more subjects taught in amounts of time totaling at least twenty hours per week prorated for any week with fewer than five school days." (A.R.S. § 15-901(A)(2)(c)(VI)).
- c. **A part-time high school student** is a student who "is enrolled in less than four subjects that count toward graduation as defined by the state board of education in a recognized high school and who is taught in less than twenty instructional hours per week prorated for any week with fewer than five school days." (A.R.S. § 15-901(A)(2)(a)(ii)). "Attendance of a pupil carrying less than the load prescribed shall be prorated." (A.R.S. § 15-901(A)(6)(d)). See Attorney General Opinion No. I09-006 (R09-005)\_at page 5.

### III. GUIDELINE:

While the guideline in section III applies to the listed entities, the procedures in IV apply to high schools and ungraded schools where the student is 14 by September 1st.

a. Except as otherwise provided by other law, beginning July 1, 2008, absences shall be forwarded electronically by the school district on a school by school basis with other records pursuant to A.R.S. § 15-902(I)(J). ADE will no longer accept minutes after 6/30/08, unless this guideline is not applicable to the student pursuant to law.

b. This guideline applies to:

1. Elementary schools grades kindergarten through sixth grade.
  2. Middle schools grades seven and eight.
  3. High school grades nine through twelve.
  4. Homebound or hospitalized students who receive at least four hours of instruction during a week. (A.R.S. § 15-901(A)(6)(f)).
  5. Joint Technological Education Districts (JTED) (A.R.S. § 15-393).
- Refer to the School Finance Procedure Manual in the section for daily absence reporting.

c. This guideline does not apply to:

1. A preschool child who is enrolled in a program for preschool children with disabilities of at least 360 minutes a week pursuant to A.R.S. § 15-901(A)(2)(a)(i).
2. Approved alternative calendars, programs and schools pursuant to A.R.S. §§ 15-796 and 15-797. (Where an approved alternative program is less than an entire school, the school shall report in absences).
3. Arizona On-line Instruction (AOI) Schools pursuant to A.R.S. § 15-808(F)(1)(2).

#### **IV. PROCEDURE:**

Absences shall be made part of the attendance record and shall be forwarded electronically by the school district on a school-by-school basis with other records to the department of education. The records shall be certified and forwarded to the department of education electronically within twelve days after the first forty days in session and within twelve days after the first one hundred days in session (A.R.S. § 15-902(I)(J)).

#### **High Schools and Ungraded Schools Where the Student is 14 years old by September 1:**

District and charter high schools may calculate attendance for high schools or ungraded schools in which the student is 14 years of age by September 1 using either of the methods contained in A.R.S. § 15-901(A)(6)(d) or (e). This is on a school by school basis. The choice of absence reporting using method 1 or 2 must be identified in the particular school's calendar. See also, Attorney General Opinion No. I09-006 (R09-005).

#### **Method 1:**

#### ***Using A.R.S. § 15-901(A)(6)(d), Report Absences as follows:***

For examples of calculations of absences for full and part-time students pursuant to A.R.S. § 15-901(A)(6)(d), please refer to the School Finance Procedures Manual in the section for Daily Absence Reporting.

#### ***Full-Time High School Students (5 day week) A.R.S. § 15-901(A)(6)(d)***

- A full-time high school student's absence is calculated as the percentage of "scheduled classes" the student is absent from the student's scheduled classes for a particular day.
- As an example, "under A.R.S. § 15-901(A)(6)(d), if the student is enrolled in four classes, and the student attends the four classes for which he is scheduled on a given day, then no absences need to be reported to the Department. "
- Therefore, if the full-time student is scheduled for three classes on a particular day and attends only two of those, then the student is 1/3 absent.
- In performing the calculations, absences are rounded up to the nearest quartile fraction.

***Full-Time High School Students (4 day week) A.R.S. § 15-901(A)(6)(d)***

- The calculations should not be any different than the 5 day week schedule, as long as the student complies with the full-time student and full-time instructional program definitions (see definitions above).

***Part-Time High School Students A.R.S. § 15-901(A)(6)(d)***

- Part-time high school students may use method 1 for absence reporting. Please refer to the School Finance Procedures Manual in the section for Daily Absence Reporting.

**Method 2:**

***Using A.R.S. § 15-901(A)(6)(e), Report Absences as follows:***

“For high schools or ungraded schools in which the pupil is at least fourteen years of age by September 1, the attendance of a pupil may be counted as one-fourth of a day’s attendance for each sixty minutes of instructional time in a subject that counts toward graduation, except that attendance for a pupil shall not exceed the pupil’s full or fractional membership.” (A.R.S. § 15-901(A)(6)(e)).

In order for a full-time high school student to report absences under the above section (method 2) they must go at least four hours per day in a five day week or five hours per day in a four day week. For examples of calculations of absences for full and part-time students pursuant to A.R.S. § 15-901(A)(6)(e) please refer to the School Finance Procedures Manual in the section for Daily Absence Reporting.

***Full-Time High School Students (5 day week) A.R.S. § 15-901(A)(6)(e)***

- If a student receives instruction in an amount of time that is equal to or greater than the instructional time required for the day (no less than 4 hours for 1.00 FTE, 3 hours for 0.75 FTE, 2 hours for 0.50 FTE and 1 hour for 0.25 FTE) in subjects that count toward graduation, the student is considered to be in attendance for the entire day and no absences are reported.
- In performing the calculation, absences are rounded up to the nearest quartile fraction.

***Full-Time High School Students (4 day week) A.R.S. § 15-901(A)(6)(e)***

- If a student receives instruction in an amount of time that is equal to or greater than the instructional time required for the day (no less than 5 hours for 1.00 FTE, 3.75 hours for 0.75 FTE, 2.5 hours for 0.50 FTE and 1.25 hours for 0.25 FTE) in subjects that count toward graduation, the student is considered to be in attendance for the entire day and no absences are reported.

***Part-Time High School Students A.R.S. § 15-901(A)(6)(e)***

- Part time high school students may use method 2 for absence reporting. Please refer to the School Finance Procedures Manual in the section for Daily Absence Reporting.

**V. CORRESPONDING POLICIES:**

From and after July 1, 2012, refer to policy GE-18 for absence reporting

**VI. CONTACT:**

If you have any questions related to this policy, please contact your ADE School Finance Account Analyst (<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>).

**VII. POLICY HISTORY (SUPERCEDES):**

GE-20 Rev. 3/16/10