

# JORDAN SCHOOL DISTRICT

Patrice A. Johnson, Ed.D., Superintendent of Schools  
West Jordan, Utah

## Intradistrict Communication

DATE: April 13, 2016

TO: Principals and Attendance Secretaries

FROM: Administrators of Schools  
Dr. Anthony Godfrey, Associate Superintendent of Schools  
Luann Leavitt, Consultant for Planning and Student Services

SUBJECT: **LAST DAY FOR ATTENDANCE COMPUTER ENTRY**

Daily attendance for students will be taken up to the very end of the school year. Skylert notices will go home to families which will report accurate information as students attend school through the end of the school year.

The "same as" attendance dates may be applied after the last Skylert is sent home to parents on the last day of school.

- Elementary school Skylert's go out at 10:30 am – The "same as" days may be applied any time after 10:30 am on the last day of school and must be completed by 5:00 pm on the last day of school.
- Middle/High School Skylerts go out at 4:00 pm and must be completed by Monday, June 8<sup>th</sup> at 5:00 pm.

Information Systems has set up a report to run for attendance the last 3 days.

Office/Attendance /Reports/Attendance Detail or Summary/Add/Name the Report:

- 15-16 Same As Days report (YRE will have an A Track report and a B/C/D Track Report)
  - YRE Schools ONLY – For the A Track Calendar only - Student Selections: Choose Ranges; Low =A; High =AZZZ
- Report Ranges
  - Schl Yr to Rpt = 2016-2016
  - Absence Date = Change the date range to the last 3 days of school. If you are a YRE school, it is the last 3 days for that Track
- Attendance Period: = default
- Periods Absence: = default
- Parent Notified = Both
- Absence Types
  - C, E, F, I, O, V, A, G, W, U, H, K, S

- Report Options – choose:
  - Print Absence Types
  - Print Absence Periods
- Formatting Options
  - Last Name/First Name
  - Format Type: Days missed
- Save and Print

You will not need to change any attendance showing as present. Only absences showing in the last 3 days will need to be compared to the first 3 days attendance for changes.

**Application of “same as” days:** The last 6 days of school attendance is taken as students attend school. Typically, the first 3 days of those 6 you will have better attendance than the last 3 of those 6 days. This is how you apply the “same as” days.

- Scenario #1 – A student attends all 6 days – no change in their attendance.
- Scenario #2 – A student attends the first 3 days and not the last 3 days; change their last 3 days attendance to present. (After the last Skylert goes out reporting their absence.)
- Scenario #3 – A student does not attend the first 3 days and attends the last 3 days; no change to the last 3 days. Count their attendance as they were present.

**Traditional – last day for taking attendance is June 3, 2016. All attendance computer entry needs to be completed by June 6, 2016, 5:00 pm.**

**YRE Track A – last day for taking attendance is June 7, 2016. All attendance computer entry needs to be completed by June 10, 2016, 5:00 pm.**

**YRE Tracks B, C, and D – last day for taking attendance is July 1, 2016. All attendance computer entry needs to be completed by July 5, 2016, 5:00 pm.**

The final Membership Report will be run and kept at the District Office.

Thank you for your help.

NOTE: Teachers may print their report cards any time during the last week of school as their grades are final and they are ready to print. The attendance on the printed report card will not reflect the “same as” days.

/sa