



## Engage 360° – Extended Learning Program

# STUDENT ATTENDANCE PROCEDURES

Action Steps	Timeline	Responsibility
<p><b><u>Enrollment</u></b> Site Coordinators takes attendance and records it daily on the Aeries system.</p>	Ongoing	Site Coordinator
<p><b><u>Rosters</u></b> Site Coordinators will print out attendance rosters for the program and distribute them to the Instructional Providers to take attendance.</p>	Daily	Site Coordinator
<p><b><u>Check In</u></b> At start of program, students will report to the designated sign-in area (e.g., lunch benches, multipurpose room). See Late Arrivals section below for students participating in tutoring or Clubs immediately after school.</p> <ul style="list-style-type: none"> <li>• Instructional Providers indicate if a student is present or absent based on the student roster they have.</li> <li>• When completed, Instructional Providers give the student roster to the Site Coordinator.</li> </ul>	Daily	Instructional Provider
<p><b><u>Attendance Recording</u></b> After sign in, Site Coordinators collect rosters and begin attendance recording.</p> <ul style="list-style-type: none"> <li>• Log into Aeries and record if any students are absent               <ul style="list-style-type: none"> <li>○ If there are any issues with logging into Aeries contact the Extended Learning Division at 714-558-5630 (or extension 75630)</li> </ul> </li> <li>• Hard copies of daily attendance are scanned and uploaded into the Google Classroom on a weekly basis.</li> </ul>	Daily	Site Coordinator
<p><b><u>Absent Students</u></b> To ensure student safety, it is imperative that we verify student absences within 30 minutes of student sign in, if students were present for the school day. Use the following steps:</p> <ul style="list-style-type: none"> <li>• After sign in, cross reference the students absence from Engage 360° with the school day attendance in Aeries.</li> <li>• If the students were not absent from school, notify the front office and a parent/guardian within 30 minutes of sign in.</li> <li>• If they were absent from school, then indicate on the sign in sheet the student was absent.</li> <li>• <b><i>NOTE: Unless notified by a parent/guardian, all enrolled students must attend the Engage 360°. Students are not allowed to excuse themselves from attending the program at any time.</i></b></li> </ul>	Weekly	Site Coordinator
<p><b><u>Late Arrivals</u></b> Students may arrive late to program if they participate in an activity such as a club or tutoring if the activity is immediately after school.</p>	Daily	Site Coordinator
<p><b><u>Late Arrivals</u></b> Students may arrive late to program if they participate in an activity such as a club or tutoring if the activity is immediately after school.</p>	As Needed	Site Coordinator

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<p>The teacher overseeing the activity needs to submit a roster of Engage 360° students that will be participating in their activity indicating the days and times of the activity.</p> <ul style="list-style-type: none"> <li>○ If the activity is canceled, the Teacher needs to promptly inform the Site Coordinator</li> <li>● Students participate in the activity and then immediately report to the Engage 360° program afterwards to be signed into program.</li> <li>● Site Coordinator directs students to their rotation and then records Late Arrival Students' attendance and completes a Late Arrival Form (unless ongoing).</li> </ul>	As Needed	Teacher
	As Needed	Teacher
	Daily	Site Coordinator
	Daily	Site Coordinator
<p><b><u>Dropping Students</u></b></p> <p>In order to meet grant requirements the programs need to be fully enrolled. When students have a high rate of absenteeism or have moved, the student needs to be dropped from the roster and a new student needs to be enrolled from the Waiting List (<b><i>See Student Removal Procedures</i></b>).</p>	As Needed	Site Coordinator
<p><b><u>Chronic Absenteeism</u></b></p> <ul style="list-style-type: none"> <li>● When a student has 3 unexcused absences they receive an Attendance Notification form (<b><i>See Attendance Notification Form Procedures</i></b>)</li> <li>● If the student continues to accrue unexcused absences, after receiving the Attendance Notification Form, Site Coordinators need to contact the student's parents to inform them their child may be dropped if they continue to have unexcused absences.</li> <li>● If the student continues to have absences after Parent contact, the student may be dropped from the program.</li> <li>● Drop the student from your roster and add a student from the Waiting List (See Adding Students )</li> </ul>	As Needed	Site Coordinator
<p><b><u>Student has Moved</u></b></p> <ul style="list-style-type: none"> <li>● Check with the School's Office Manager to see if a student with numerous, concurrent absences (3 or more in a row) to ascertain the reason for the absences (e.g., illness, out of town, moved) <ul style="list-style-type: none"> <li>○ If student has moved, drop them from your roster on Aeries and add a student from the Waiting List (see Program Enrollment Procedures for further information)</li> </ul> </li> </ul>	As Needed	Site Coordinator
<p><b><u>Adding Students</u></b></p> <p>In order to meet grant requirements our programs need to be fully enrolled. Whenever a space becomes available, a new student from the Waiting List must be enrolled in the program as soon as possible (see Program Enrollment Procedures for further information).</p> <ul style="list-style-type: none"> <li>● Whenever there is available space, enroll a matching student from the Waiting List (e.g., 2<sup>nd</sup> grade student is enrolled from a 2<sup>nd</sup> grade vacancy)</li> </ul>	As Needed	Site Coordinator