**DAWSON SPRINGS INDEPENDENT BOARD OF EDUCATION**

**ATTENDANCE REVIEW**

**2015-2016**

**Central Office Section**

\**Please use the list of statutory and regulatory reference hyperlinks to review statutes and regulations referenced in this document.*

**DISCREPANCY 1** District attendance codes were not properly mapped in Infinite Campus. For example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **State Code** | **Description** | **Status** | **Excuse** |
| ATA | ATA | Athlete Tournament Attendance | **Present** | Exempt |
| FT | Other | Field Trip | **Present** | Exempt |
| ISS | Other | In School Suspension | Present | Exempt |

**Law:** [KRS 159.035](http://www.lrc.ky.gov/Statutes/statute.aspx?id=3630) (4-H/State Fair/EHO/AFD/AFR); [KRS 158.070](http://www.lrc.ky.gov/Statutes/statute.aspx?id=43000) (ATA); [KRS 157.270](http://www.lrc.ky.gov/Statutes/statute.aspx?id=3302) (Home Hospital)

***Corrective Action:***  A procedure must be established for reviewing and correcting the attendance code mapping in Infinite Campus.

**DISCREPANCY 2** **Dawson Springs Ind.** has **644** students coded as nonresident students. However, most of those students should not be code nonresident since they are students residing in their district.

**Law:** [KRS 157.350 (4)](http://www.lrc.ky.gov/Statutes/statute.aspx?id=42138)

***Corrective Action:*** **Dawson Springs Ind.** should remove their district number (146) from the resident district box located on the enrollment tab in the student information system (SIS) and leave that box blank for the students that reside in their district.

**DISCREPANCY 3** Aggregate days attendance is being submitted for days enrolled in Home and Hospital prior to doctor’s approval. For example:

**Misty Fields** was enrolled in home/hospital on 8/7/15 before doctor’s approval date of 8/11/15.

**Jonathan Williams** was enrolled in home/hospital on 9/11/15 before doctor’s approval date of 9/14/15.

**Regulation:** [704 KAR 7:120, Section 1 (4)(f)](http://www.lrc.state.ky.us/kar/704/007/120.htm)

***Corrective Action:*** All home and hospital attendance records for school year **2015-16** must be reviewed and corrections made. All days submitted in ADA prior to require signatures must be corrected to show absences.

**DISCREPANCY 4**  Aggregate days attendance is being submitted for days enrolled in Home and Hospital prior to Home and Hospital Committee approval and students being served.

**Regulation:** [704 KAR 7:120, Section 2](http://www.lrc.state.ky.us/kar/704/007/120.htm)

***Corrective Action:***  All home and hospital attendance records for school year **2015-16** must be reviewed and corrections made. All days submitted in the ADA calculation prior to required signatures must be corrected to show absences.

**DISCREPANCY 5**  The Household Income Form (HIF) is not on file in **Dawson Springs Ind.** to document student participation in the **CEP program**. For example:

**Marissa S. Coyazo, 12th grade** does not have a HIF but is marked for Free/Reduced meal status and is listed in the Student Information System as non-household with two step brothers.

***Corrective Action:*** A HIF form for each student that is **not** directly certified must be on file at the school district to support a Free/Reduced meal status.

**Dawson Springs Jr/Sr High School**

**DISCREPANCY 6** The entry/exit log of **Dawson Springs Jr/Sr High School** does not have a column for Grade/Homeroom.

**Regulation:** [702 KAR 7:125, Section 1 (3).](http://www.lrc.ky.gov/kar/702/007/125.htm)

***Corrective Action:*** The entry/exit log at **Dawson Springs Jr/Sr High School** must include a Grade/Homeroom column.

**DISCREPANCY 7** The entry/exit log is not complete. All students are not using the entry/exit log when arriving to school late or leaving school early. For example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Student** | **Grade/**  **Homeroom** | **Source**  **Sign-In** | **Source**  **Sign-Out** | **KSIS Entry (IC)** |
| 8/13/15 | Austin Hart | ? |  | 8:06 | CI 8:06 |
| 8/13/15 | Emily Melton | ? |  | 8:15 | CI 8:15 |
| 8/13/15 | Jordan Adams | ? |  | 8:15 | CI 8:15 |
| 9/8/15 | Justin Teague | ? | Nothing |  | CI 9:25 |
| 9/8/15 | Justin Teague | ? |  | 11:25 | Nothing |

**Regulation:** [702 KAR 7:125, Section 1 (3).](http://www.lrc.ky.gov/kar/702/007/125.htm)

***Corrective Action:*** The entry/exit log must be monitored, assuring that the times on the Entry/Exit log are consistent with what is in the KSIS.

**DISCREPANCY 8** All students coded T5 are not eligible for that code per their Individual Education Plan (IEP). For example:

**Lucas Earl**; IEP does not require special transportation.

**Nathaniel Jennings**; IEP does not require special transportation.

**Toni Jones**; IEP does not require special transportation.

**Emily Melton**; IEP does not require special transportation.

**Law:** [KRS 157.200 (1)](http://www.lrc.ky.gov/Statutes/statute.aspx?id=40170)

**Regulation**: [702 KAR 5:100](http://www.lrc.state.ky.us/kar/702/005/100.htm)

***Corrective Action:*** Student records must be changed and the proper transportation code used. All corrections must be made prior to submission of the **2015-16** Superintendent’s Annual Attendance Report.

**Dawson Springs Elementary School**

**DISCREPANCY 9** The entry/exit log is not complete. All students are not using the entry/exit log when arriving to school late or leaving school early. For example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Student** | **Grade/**  **Homeroom** | **Source**  **Sign-In** | **Source**  **Sign-Out** | **KSIS Entry (IC)** |
| 8/13/15 | Antonio Ayala | 4 | 11:00 |  | Nothing |
| 8/26/15 | Jay Laxton | 5 | 10:05 |  | CI 10:09 |

**Regulation:** [702 KAR 7:125, Section 1 (3).](http://www.lrc.ky.gov/kar/702/007/125.htm)

***Corrective Action:*** The entry/exit log must be monitored, assuring that the times on the Entry/Exit log are consistent with what is in the KSIS.

**DISCREPANCY 10** All students coded T5 are not eligible for that code per their Individual Education Plan (IEP). For example:

**Elijah Dzikowski**; IEP does not require special transportation.

**Odin Jones**; IEP does not require special transportation.

**Law:** [KRS 157.200 (1)](http://www.lrc.ky.gov/Statutes/statute.aspx?id=40170)

**Regulation**: [702 KAR 5:100](http://www.lrc.state.ky.us/kar/702/005/100.htm)

***Corrective Action:*** Student records must be changed and the proper transportation code used. All corrections must be made prior to submission of the **2015-16** Superintendent’s Annual Attendance Report.

**DISCREPANCY 11** All students coded T5 are not eligible for that code. For example:

**James McGinnis**; does not have an IEP.

**Law:** [KRS 157.200 (1)](http://www.lrc.ky.gov/Statutes/statute.aspx?id=40170)

**Regulation**: [702 KAR 5:100](http://www.lrc.state.ky.us/kar/702/005/100.htm)

***Corrective Action:*** Student records must be changed and the proper transportation code used. All corrections must be made prior to submission of the **2015-16** Superintendent’s Annual Attendance Report.

**DISCREPANCY 12** The T code start date for all students coded T5 must be the start date listed in the Individual Education Plan (IEP). For example:

**Corbin Jennings**; IEP start date for special transportation is 8/21/15 rather than 8/5/15.

**Law:** [KRS 157.200 (1)](http://www.lrc.ky.gov/Statutes/statute.aspx?id=40170)

**Regulation**: [702 KAR 5:100](http://www.lrc.state.ky.us/kar/702/005/100.htm)

***Corrective Action:*** Student records must be changed and the proper transportation code used. All corrections must be made prior to submission of the **2015-16** Superintendent’s Annual Attendance Report.