



# from Business Services

## The Role of Attendance Accounting...How Does AUHSD Generate Funding? March 16, 2020

California's school districts keep track of the attendance and absences of pupils through the process of attendance accounting. This is done for two main reasons:

- 1) To ensure general compliance with compulsory attendance law and performance by a pupil of his/her duty to attend school regularly
- 2) Average daily attendance is the primary source of state funding. The Local Control Funding Formula (LCFF) apportionment is the primary funding mechanism for AUHSD's general fund. The calculation of LCFF consists of the Average Daily Attendance (ADA), State COLA, and Unduplicated Count. CALPADS (Census data) is the secondary source of state funding

Who at the school site is responsible for the attendance accounting ...the Attendance Secretary?

The attendance office is one of the busiest offices on a school site. The daily duties of an attendance secretary as required by the California Department of Education include the following:

- 1) Print class roster for visiting teachers
- 2) Make sure teachers are taking classroom attendance online
- 3) Post attendance for visiting teachers

- 4) Determine which teachers have not posted attendance and which teachers have submitted attendance
- 5) Process late students
- 6) Listen to messages, receive phone calls, and enter absence codes
- 7) Call to clear unverified absences from the previous day
- 8) Print students with unverified period absences
- 9) Call to clear daily unverified absences and update student attendance
- 10) Print student absences or tardies daily
- 11) Print a Missing Attendance Report for retention
- 12) Collect and sort paperwork for record retentions

These tasks must be done daily and our amazing team does an excellent job to complete them!

Below is our amazing team of attendance secretaries. We have five attendance secretaries with over 20 years of attendance experience. They are as follows: Eileen Jensen (30 years), Cheri Ruddell (23 years), Brooks-Anne Crumley (22 years), Maria Marquez (21 years), and Francie Diulio (20 years).

