

Enrollment Info

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Enrollment Info

Laveen schools have one boundary – the district boundary. Students may now attend any Laveen school of their choice. Paseo Pointe School and Vista del Sur Accelerated Academy have additional enrollment requirements.

See the timeline for details

Contact: Ramon DeLaO

Web Resource:

<http://www.laveeneld.org/registration>

About Laveen

-Registration

2018-19 Enrollment Process

	A	B	C
1	Date	What	Notes/Communication
2	December 3, 2018	Begin publicizing open boundaries/kinder round up	Website, Social Media, Mailer, Flyers
3	January 7, 2019	Vista begins accepting Open Enrollment Forms	
4	January 7, 2019	Letter to all current families on enrolling for the new school year	Using district template on school letterhead See "Commitment Letter"
5		<i>Existing Resident Families will need to complete commitment form and incoming sibling registration</i>	For internal planning purposes See "Commitment Form"
6		<i>Existing students wishing to change schools, must submit new enrollment packet</i>	
7		<i>Open Enrolled families must complete open enrollment request form and incoming sibling registration</i>	See "Open Enrollment" Form
8	January 18, 2019	Out of District families must be notified that they are "on probation"	Parent/Teacher Conferences
9	January 14, 2019	Enrollment projections completed for 2019-20	
10	January 28, 2019	Paseo Pointe DLI Preschoolers may begin enrolling for kindergarten	
11	February 5, 2019	Kindergarten Round Up/Enrollment begins	No limit is placed on Kindergarten enrollment, except Paseo
12	February 5, 2019	Preschool Enrollment Begins (Paseo & Meadows)	
13	February 5, 2019	Registration begins for 2019-20 School Year	New enrollments in Grades 1-8 will be date/time stamped and held until May 4
14	February 5, 2019	District "Wait List" spreadsheet goes live	
15	February 7, 2019	Governing Board approves target enrollments	
16		Transportation Zones reviewed	Update Transportation / Open Boundaries webpage
17	March 25, 2019	Open Houses scheduled for this week	Kristen will create presentation template Send Postcard to community
18			

2018-19 Enrollment Process

	A	B	C
19	April 19, 2019	Due date for all current families to submit next year's request	
20		<i>Commitment letters due from existing resident families</i>	
21		<i>Open enrollment request forms due</i>	
22		<i>Enrollment packets due for those wishing to change schools</i>	
23	April 19, 2019	Schools enter new enrollees to "Wait List" spreadsheet	
24		<i>Ramon evaluates capacity and informs schools</i>	based on Commitment Survey results
25	April 26, 2019	Schools begin processing new enrollments	In priority acceptance order (below)
26	April 30, 2019	Ramon provides list of OOD denials to Superintendent for approval	
27	May 1, 2019	Early Entrance Kindergarten Testing	for those registered by a specific date
28	May 3, 2019	Schools notify existing families request outcome	Using district template on school letterhead
29		<i>Open enrolled students informed of status</i>	Denials must be approved by Superintendent See "Letter of Acceptance or "OOD Rejection"
30		<i>Existing families wishing to change schools informed of status</i>	See "Letter of Acceptance" See "Letter of Acceptance Waitlist"
31		<i>Schools report that letters have been mailed to those on "Wait List"</i>	Noted on Commitment Survey Form
32	May 3, 2019	Schools receive packets submitted after April 19 and enter families to "Wait List"	
33	May 3, 2019	Schools notify new enrollees of status ASAP	SEND LETTER AND UPDATE WAITLIST
34	May 3, 2019	Enrollment begins on a first come, first served basis	
35	May 3, 2019	Ramon conducts roll up	
36	May 3, 2019	Schools enter "Wait List" approved enrollments into Synergy	
37			
38		Definitions: Existing Resident Family - Family lives within district boundaries and currently attends a Laveen school Existing Open Enrolled Family - Family lives outside the district boundaries and currently attends a Laveen school	
39			
40			
41			
42		Placement is subject to available space and is based on the following priorities:	

2018-19 Enrollment Process

	A	B	C
43		1. Students enrolled the previous school year 2. Siblings of students enrolled 3. Students living within the walk or transportation zones of the school 4. Children of employees 5. Students living within the district boundary and not included in any of the above categories 6. Students living outside the district boundary and not included in any of the above categories	
44			
45			
46			
47			
48			



January 11, 2018

Student Name: _____

Type: Resident / Open Enrolled

Dear Laveen Families,

You may recall that last year our Governing Board approved opening school boundaries allowing families to attend any Laveen school of their choice, regardless of where they live. This initiative was successfully implemented this year.

As we prepare for the 2018-19 school year we want to inform our current families of some important deadlines and ask you to complete the attached form indicating your plans for next year.

Families wishing to stay at their current school

Families that plan to return to the same school must complete the *Returning Family Form*. Forms must be returned to your child's teacher by April 20 or you will be required to complete a new registration packet and risk losing your child's current enrollment.

Families living outside the district boundaries

Current families who live outside the district boundaries must complete the *Open Enrollment Request Form*. Forms must be returned to your child's teacher by April 20. Families will be informed by May 4 if their open enrollment has been renewed.

Families wishing to change schools

Currently enrolled families wishing to change schools will have an opportunity to apply to a different school in April. You will be required to complete a new registration packet and indicate your top three school choices. Placement decisions will be made in May.

Families enrolling incoming siblings

If you have a child that will be enrolling in 2018-19 you must complete a registration packet and Open Enrollment Request Form, if applicable, for that child. Incoming siblings will be given enrollment priority.

Registration Packets and the *Open Enrollment Form* can be found on our website at www.laveeneld.org/registration or at any of our schools' front offices.

The Laveen Elementary School District began accepting new registration applications district-wide February 6. Thank you for your cooperation in informing us of your plans early so that we may appropriately plan for staffing and materials.

Sincerely,



Resident Commitment Form

Please complete and return the form below if you live within the Laveen Elementary School District boundaries and your child will continue to attend their current school for the 2018-19 school year. Please complete one form for each returning child.

Child's Name: _____
First Name Last Name

For the 2018-19 school year, the child listed above is:

- ☐ Returning to his/her same school ☐ Not returning to his/her same school

If not returning, where will the child be attending next year? _____

If returning, please complete the following:

Please provide information on the child listed above:

Student ID Number (Found on ParentVue) Grade Level Entering

Parent/ Legal Guardian Name 1: _____
First Last

Parent/ Legal Guardian Name 2: _____
First Last

Parent Email Address: _____ **Phone Number:** _____

Home Address: _____

Do you have another child that will be entering the school you currently attend in 2018-19 as a new enrollee? New enrollees must also complete an enrollment packet to register.

- ☐ Yes ☐ No

If yes, please enter the names of students that will be new enrollees in 2018-19.

Child's First Name Child's Last Name Grade Level Entering

Child's First Name Child's Last Name Grade Level Entering

Child's First Name Child's Last Name Grade Level Entering

OPEN ENROLLMENT

Application for Non-Resident Students

One [1] enrollment form must be filled out for each student applying. A copy of the student's most recent report card, attendance, and discipline records (showing at least one year) must be attached to this application

School Selection (Please indicate your preference by numbering [1-3], with 1 being your first school of choice. This will assist us, if first choice is not available):

- | | |
|--|--|
| <input type="checkbox"/> Laveen School (Leadership Academy) | <input type="checkbox"/> Trailside Point (Performing Arts) |
| <input type="checkbox"/> Maurice C. Cash (Blended Learning & Kids at Hope) | <input type="checkbox"/> Desert Meadows (Computer Science) |
| <input type="checkbox"/> *Vista del Sur (Accelerated Pace) | <input type="checkbox"/> Rogers Ranch (STEM) |
| <input type="checkbox"/> Cheatham Elementary (College Prep) | <input type="checkbox"/> *Paseo Pointe (Dual Language Immersion) |

*Choice programs may require additional student testing and parent orientation.

NON RESIDENT STUDENT INFORMATION				
School Year Applying For		**Grade Level Applying For		Student's Current Grade Level
Current or Last School and District Attended			School and District of Residence, if different from attending	
Student's Last Name		Student's First Name, MI		Date of Birth (MM/DD/YYYY)
Home Address		City	State	Zip

**Kindergarten students must be 5, and First grade students must be 6 before September 1. Early entrance testing may be conducted prior to the start of school year.

PARENT/GUARDIAN CONTACT INFORMATION	
Parent's Last Name, First Name	Primary Phone Number (REQUIRED): <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work
Parent's Primary Email Address	

STUDENT BACKGROUND INFORMATION			
Check all boxes that apply to student applying for open enrollment at Laveen District Schools:			
<input type="checkbox"/> Gifted	<input type="checkbox"/> ELL	<input type="checkbox"/> Homeless	<input type="checkbox"/> Special Ed (must submit copy of most recent IEP and evaluation)
<input type="checkbox"/> Sibling Attending a Laveen School	School	Name	
<input type="checkbox"/> Applicant Student has Attended Laveen District	School	School Year(s)	
<input type="checkbox"/> Parent/Guardian Employed by Laveen School District	Location		
Has the student ever been retained? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, at what grade level?			
Has this student ever been suspended from school? <input type="checkbox"/> No <input type="checkbox"/> Yes		Currently considered for expulsion/suspension from school? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Has this student ever been expelled from school? <input type="checkbox"/> No <input type="checkbox"/> Yes		In compliance with conditions imposed by a juvenile court? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Why are you choosing a Laveen school? (Check all that apply)

- ☐ Choice of Programs (Please Specify) _____
- ☐ Location
- ☐ Reputation
- ☐ Siblings already enrolled

Please tell us how you heard about Laveen schools.

- ☐ Live nearby
- ☐ Friends/neighbors
- ☐ Family
- ☐ Social Media (website, Facebook, etc.)
- ☐ Mailer
- ☐ Other _____

I understand that enrollment at Laveen District Schools will be contingent upon available space for the given year and adherence by student and parent/guardian to District and school rules, prompt and regular attendance, and achievement of the District's educational objectives. If your child's grade or program is at capacity at your first school of choice, we will work with you to find another school that has room. Falsification or withholding of any information may result in application being denied or admission being revoked. Transportation is the responsibility of the parent or legal guardian. Open Enrollment acceptance is on a year-by-year basis, and application is subject to be reviewed annually.

Parent/Guardian Signature:

Date :

FOR SCHOOL/DISTRICT USE ONLY – DO NOT WRITE BELOW THIS LINE

Date and Time Received:

- ☐ Accepted Date: _____
- ☐ Placed on Waiting List Date: _____
- ☐ Denied (reason): _____ Date: _____



Dear «Parent_Name»,

Thank you for choosing the Laveen Elementary School District for your family.

We have processed your enrollment request for the 2018-19 school year. Your child(ren) have been placed at the following:

Jane Doe, Grade 4, XX School

John Doe, Grade 2, XX School

Our school hours are 8:30 a.m. to 3:30 p.m. Before and after school care is available. Bus transportation is offered for those students living within our school's transportation zone. These zones can be found on our website, www.laveeneld.org/bus-transportation.

We hope you and your child will join us for our annual Meet Your Teacher night scheduled for August 2 from 5:00 p.m. to 7:00 p.m.

The first day of school is Monday, August 6.

As an out-of-district family you will be required to reapply to our school annually each spring. Approval is based on a number of factors including attendance and behavior. Priority is given to students who already attend our school.

Thank you for choosing XXX School for your child's education. Please contact our office at 602-237-9100 if you have any questions.



Dear «Parent_Name»,

Thank you for choosing the Laveen Elementary School District for your family.

We have processed your enrollment request for the 2018-19 school year. Your child(ren) have been placed at the following:

Jane Doe, Grade 4, XX School

John Doe, Grade 2, XX School

Our school hours are 8:30 a.m. to 3:30 p.m. Before and after school care is available. Bus transportation is offered for those students living within our school's transportation zone. These zones can be found on our website, www.laveeneld.org/bus-transportation.

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Thank you for choosing the Laveen Elementary School District for your family.

We have processed your enrollment request for the 2018-19 school year. Your child(ren) have been placed at the following:

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We hope you and your child will join us for our annual Meet Your Teacher night scheduled for August 2 from 5:00 p.m. to 7:00 p.m.

The first day of school is Monday, August 6.

We understand (Name of School) was not your first choice. If you would like to remain on that school's waiting list, please contact their front office.

<<As an out-of-district family you will be required to reapply to our school annually each spring. Approval is based on a number of factors including attendance and behavior. Priority is given to students who already attend our school.>>

Thank you for choosing XXX School for your child's education. Please contact our office at 602-237-9100 if you have any questions.



April 23, 2018

Dear Parent Name:

Thank you for your interest in enrolling your child in the Laveen Elementary School District.

As you are aware, families residing outside of the district boundaries must apply for enrollment annually. Your child's space is contingent upon adherence by student and parent/guardian to District and school rules, prompt and regular attendance, and achievement of the District's educational objectives.

Because these guidelines have not been met, we are denying your application for the 2018-19 school year for the following child/children:

Jane Doe

John Doe

I wish your family much success in your educational pursuit.

Sincerely,

Principal



Student Data Procedures Manual 2018-2019



Kevin Hegarty, Executive Director of Business and Operations
Ramon De La O, SIS Specialist

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Introduction

The purpose of this handbook is to provide guidance to attendance clerks and office staff throughout the Laveen Elementary School District on the general policies and procedures they must follow when entering student data. In order to adequately report membership and attendance to the Arizona Department of Education (ADE), the Laveen Elementary School District (District) should adhere to the policies and procedures listed within this manual and within the rules and regulations set by enforceable outside sources, such as ADE.

The handbook covers information and procedures relevant to entering and updating student data into Synergy that will impact our district funding. References to District Policies and Arizona Revised Statutes (A.R.S.) are provided within this handbook. ADE lists its rules and regulations regarding student accounting within the *Instructions for Required Reports* guidebook, which can be found on their website (www.ade.gov). This website should be visited on a regular basis in order for attendance staff to be updated on any changes regarding student attendance.

Laveen schools will have staff backup procedures in place when attendance staff is not available. Currently, the District has each school's secretary serving as backup for the attendance clerk. A copy of this Manual, additional information, and LESD sample forms are also available in Google Drive shared folder [Attendance, Enrollment, & Synergy Materials](#).

General Policies and Regulations

Student Attendance JE

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

Reference: A.R.S. 15-239, 15-346, 15-771, 15-802, 15-804, 15-805, 15-806, 15-807, 15-826, 15-843, 15-872, 15-873, 15-901.

Attendance Records JE-R

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

A master list of student absences will be prepared daily from attendance reports received in the office.

The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained.

Reference: A.R.S. 15-521

Compulsory Attendance Ages JEA

It is unlawful for any child who is at least six (6) but not yet sixteen (16) years of age to fail to attend school hours during the hours that school is in session, unless such child is excused pursuant to definitions in A.R.S. 15-802 and A.R.S. 15-901.

Reference: A.R.S. 15-803

Student Absences and Excuses JH

The regular school attendance of a child of school age is required by state law. Regular attendance is essential for success in school: therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

State law mandates that the school records reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

Reference: A.R.S. 15-346, 15-802, 15-806, 15-807, 15-843, 15-873, 15-902

Student Absence and Excuses (Absence Notifications) JH-R

When an excuse or authorization of absence from the parent or person having custody of the student has not been provided to the school office, the school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student upon the student's absence.

- Students in grades kindergarten (K) through six (6):
 - Within two (2) hours after the first class in which the student is absent.
- Students in grades seven (7) and eight (8):
 - Within two (2) hours of an absence when the absence is from the student's first class of the day.
 - Within five (5) hours of an absence from a class other than the student's first class of the day.

The District and its Board, employees, or agents are not liable for failure to notify.

Further, on or before the enrollment of a student in grades kindergarten (K) through eight (8), the District shall notify parents or other persons who have custody of a student to notify the school in advance or at the time of any absence. The District also requires that at least one (1) telephone number, if available, be given to the school so that a "reasonable effort to notify by telephone" may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.

Truancy JHB

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901.

Reference: A.R.S. 8-201, 15-802, 15-803, 15-804, 15-805, 15-841, 15-843

Release Time for Religious Instruction JHCB

Students at the school may be granted released time to attend religion classes near the school campus under the following conditions and guidelines:

- The person who has custody of the student has given written consent.
- Any religious instruction or exercise takes place at a suitable place away from school property designated by a church or religious denomination or group.
- Released time shall not interfere with the student's normal schedule.
- Any tardiness related to religious instructions will be unexcused.

Reference: A.R.S. 15-806

Exclusions and Exemptions from School Attendance (Chronic Health Conditions) JHD

The District will provide appropriate educational opportunities for any student identified by an appropriately certified health professional in the field of podiatry, chiropractic medicine, naturopathic medicine, osteopathy, physician assistant, or a registered nurse practitioner as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits. Staff members responsible for physical education activities programs shall develop and implement such guidelines.

Nothing in this policy shall be construed to obstruct, interfere with or override the rights of parents or guardians concerning the education and health care of pupils with chronic health problems.

Nothing in this policy shall be construed to authorize school personnel to either:

- Authorize absences from school for a student with a chronic health problem prior consent of the student's parent or guardian.
- Recommend, prescribe or provide medication to a student with a chronic health problem without the prior consent of the student's parent or guardian.

The Superintendent shall develop guidelines for meeting the requirements of this policy.

Reference: A.R.S. 15-346, 15-761, 15-843, 15-902, 32-801 et seq., 32-900 et seq., 32-1401 et seq., 32-1501 et seq., 32-1601 et seq., 32-1800 et seq., 32-2501 et seq.

Definitions

Absence – A student not being physically present in his/her assigned classroom during the assigned period.

Tardy – Arriving after the start of the regular school day, at the assigned location ready for classroom activity. Tardiness is also defined as arriving after the start of the class period at the assigned location ready for classroom activity.

Unexcused Absence – The student's nonattendance in one or more class periods, which was not excused by a parent.

Excused Absence – The student's nonattendance in one or more class periods, which was excused by a parent. Excused absences shall also include any school-sponsored event that causes students to miss class (such as field trips, early dismissal for athletics, etc.).

Truant – A student who is absent from school without a valid reason. Single truancy is the largest single predictor of criminal behavior.

Habitual Truancy – A habitually truant child is between the ages of six and sixteen who has five days of unexcused absences within the single school year (A.R.S. 15-803). A student who is habitually truant from school may be issued a criminal citation. The administration will attempt to notify the parents that the citation may be issued and the parent will be required to appear in court with the student.

Unverified Absence – At the time of attendance, the teacher does not have an identified reason for the students' absence.

Daily Procedures

Enter the student absence information in **Daily Attendance Daily Entry** in Synergy to support voicemail messages, phone calls, notes and direct communication for backup documentation.

Attendance Note must include the following information:

1. How was the absence information received (**P**-Phone, **D**-Direct, **N**-Note, **O**-Other explain in Attendance Note),
2. Who is the person providing the information of the absence (**mother, guardian, etc**),
3. What is the reason for absence to support the codes being used,
4. When was the contact made regarding absence (**Date**),
5. Identity of employee receiving the absence information (**Initials**)

Prepare and give tardy students a Tardy Pass, enter all tardys using the appropriate code in Synergy based on reason provided in the **Sign In/Sign Out Log**.

For students being signed in late or out early, use the **Absence Calculator** to make adjustments for the student's daily attendance if needed. The **Sign In/Sign Out Log** will be the backup documentation for Early Release, Tardy codes, and Half Day AM or PM Absences.

Within 15 minutes of class, verify that all teachers have submitted their AM/PM attendance in Synergy using **Classroom Taken Attendance Summary**. Notify teachers that have not submitted attendance to submit immediately via phone call. If you'd like to keep track of attendance not being taken by teacher, you can choose to email individually or group. Option 1 will email only the teacher in that row, and Option 2 will email everyone listed in the Classroom Summary Grid. Use ATD806 – Classroom Attendance Reminder to track all emails.

✗ – Teacher has not submitted



- Teacher has submitted attendance, you should see both AM and PM columns with this logo for correct attendance submission from teacher

Attendance Clerks will enter **unverified absences for substitute teachers.

Classroom Taken Attendance Summary

Menu

Send Teachers Reminder Emails

Option 2

School Name:

School Year: 2016

Attendance Summary

Filter Options

Show

If Attendance has not been taken

Section ID

Date

09/16/2016

Staff Name

Course Title

Course ID

Begin Period

End Period

Filter Grid

Email Options

Email Recipient Filter

All Teachers (Default)

Include Teachers with Sub

Classroom Summary Grid

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email	AM Code	PM Code
1	ATTEN4-4B	Attendance 4th Grade	ATTEN4		Send	True	✗
2	ATTEN4-4D	Attendance 4th Grade	ATTEN4		Send	✗	True
3	ATTEN6-6D	Attendance 6th Grade	ATTEN6		Send	✗	✗
4	ATTEN8-8C	Attendance 8th Grade	ATTEN8		Send	True	✗

Notes:

All tardy students and any excused absences for the day have to be entered in Synergy before 9:15 AM (for schools 102, 104, 105 and 108), 9:45 AM (for schools 103 and 106), 10:15 AM (for schools 101 and 107) and **School Messenger Attendance Calls** will be ran at the district level.

Change all **unverified absences** to **AM PM unexcused absences** using **Attendance Verification on a daily basis between 11:00 a.m. and 4:00 p.m.** Make sure the day is current and the only selected **Reason Type 1** is **Unverified**. All other boxes should be unchecked.

Line	Student Name	Phone	Date	SIS Number	Grade	Reas 1	Reas 2
1	[REDACTED]				02	UNV	UNV
2	[REDACTED]				06	UNV	UNV
3	[REDACTED]				02	UNV	UNV
4	[REDACTED]				01	UNV	UNV

Each school received Absence Calculators based on their current year bell schedules. On a daily basis, clerk will review the school's daily Sign In/Out Logs and use the Calculator to determine if students on log will incur any type of absence code. Remember Kindergarten students may not have a half day absence. Each school will have at least two types of Calculators, Regular Day and Half Day. Schools with self-contained special education students will have additional calculators based on the schedules provided.

These Absence Calculators and Sign In/Out Logs are collected from each site when schools are audited. Please be sure to update student daily attendance as needed, and let SIS Specialist know of any changes in bell schedule. Let us know if you need additional information, or training on the use of Absence Calculator to determine absences on Sign In/Out logs.

Weekly Procedures

Print **STU409 Class Rosters** on Wednesdays for the previous week and after all absences have been entered (**should not have any unverified absences**). Class Rosters must be printed and signed by each teacher for every week that school is in session throughout the year. Each Class Roster must be signed by the homeroom teacher in **BLACK INK**. Each roster should be reviewed prior to signing and then returned to the attendance clerk.

Start Date Monday of the previous school week

Weeks Print one (1) week

Period Begin Period End Homeroom only periods are 0 and 0

Check boxes for **Show Full Absence Code, Signature Line, Perm ID, Previous Absence Code**

Report STU409: Class Roster

Print

Save Default

Reset Saved Default

Email Me

Name: **Class Roster** Number: **STU409** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Report Options

Start Date

Weeks

09/12/2016

1

Teacher

Term Code

Period Begin

Period End

0

0

Section ID

→

Blank Lines

☐ Allow extra lines to generate a new page
 ☒ **Show Full Absence Code**
☐ Hide Additional Staff

Include the following fields

☒ **Signature Line**
☐ Signature Text
 ☐ Grade Level
 ☒ **Perm ID**
☐ Phone Number
 ☒ **Previous Absence Codes**
☐ Legend

Revised Class Rosters must be reprinted and stapled to the original roster whenever changes are made to the attendance/enrollment information after the original printing. This includes:

- Adding or removing absences (only absences in error should be removed)
- Changing the length of an absence from full-day to half-day and vice-versa
- Changing any absence reason
- Transferring homerooms
- Withdrawing students for unexcused absences

Circle errors in **RED** on the original roster. Teachers must sign the corrected copy of all changes made, with the **exception of an absence reason code change**.

****When a student withdraws –check to see if you need to reprint the STU409 for previous weeks.**

Notes:

Print **ATD406 – Daily Student List by Attendance** for any students with 10 unexcused consecutive absences that may need to be withdrawn as W4.

Report ATD406: Daily Student List by Attendance

Print Save Default Reset Saved Default Email Me

Name: **Daily Student List by Attendance** Number: **ATD406** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Student Info

Grade
▼

Attendance Conditions

Start End
08/08/2016 05/24/2017

Minimum Occurrences
10

☒ Check for Continuous Absences

If the value below is set, then the AM and PM absence amounts will be summed. The sum must be greater than or equal to the value entered for the absence to count.

Count each day as an absence if the all-day amount is greater than or equal to
▼

☐ Use Total Absent Percent

Absence Definition

Reason Type 1	Reason Type 2	Reason Type 3	Reason Type 4
Unverified ▼	Unexcused ▼	▼	▼

Absence Reasons

<input type="checkbox"/> HIGH SCHOOL	<input type="checkbox"/> FLU/VIRAL INFECTION	<input type="checkbox"/> ISD	<input type="checkbox"/> HOMEBOUND
<input type="checkbox"/> EARLY RELEASE	<input type="checkbox"/> OSS-EXCUSED	<input type="checkbox"/> DEATH IN FAMILY	<input type="checkbox"/> TARDY UNEXCUSED
<input type="checkbox"/> SWA/ATS Present	<input type="checkbox"/> ALTERNATIVE PLACEMENT	<input type="checkbox"/> EXCUSED-ABSENCE	<input type="checkbox"/> TOSS
<input type="checkbox"/> TARDY EXCUSED	<input type="checkbox"/> ADVERSE WEATHER COND	<input type="checkbox"/> MCKINNEY VENTO	<input type="checkbox"/> UNEXCUSED-ABSENCE
<input type="checkbox"/> LICE	<input type="checkbox"/> ILLNESS NOT FLU	<input type="checkbox"/> RELIGIOUS HOLIDAY	<input type="checkbox"/> CHRONIC ILLNESS
<input type="checkbox"/> UNVERIFIED	<input type="checkbox"/> OSS-UNEXCUSED		

Reason Flags

<input type="checkbox"/> Incl Dialer	<input type="checkbox"/> Incl Reports
<input type="checkbox"/> Incl Letter	<input type="checkbox"/> Report To State

Notes:

General Policies and Regulations

Eligibility for School Membership

Pursuant to ARS 15-823, a school district or charter school may not include non-resident pupils in their student count and may not obtain state aid for those pupils. The residency of a student is determined by the residency of the parent or guardian with whom the student lives. Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that their student/parent residency information is accurate and verifiable. The Department may audit schools to ensure that only Arizona resident students are reported for state aid. Any school district or charter school that cannot demonstrate the accuracy of any student's residency status may be required to repay the state aid received for that student.

Verifiable Documentation

Use Arizona Residency Documentation Form #2306606 as required by ARS 15-802 which **must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.**

Admission of Resident Students

All schools shall admit children between the ages of six and 21 years who reside in the school district and who meet the requirements for enrollment in one of the grades or programs offered in the school (ARS 15-821)

School districts may refuse to admit pupils who have been expelled from another educational institution or who are in the process of being expelled from another educational institution. A school district may annually or upon the request of any pupil or the parent or guardian review the reasons for expulsion and consider re-admission (ARS 15-841).

Enrollment Date (Membership Start Date)

For the purposes of determining Average Daily Membership (ADM) for a given school year at a given public school pursuant to ARS § 15-901 (A)(2), the first day of membership for continuing or pre-enrolled students, shall be defined as either the first day a student physically attends school or the first day that classroom instruction is offered, provided that such students physically attend school within the first ten school days. **For all other students, the first day of membership shall be defined as the first day a student physically attends school.** The definition of the first member day shall be applied consistently throughout the district or charter holder.

Statute requires procedures to ensure that enrollment is determined by all school districts on a uniform basis. All entries and withdrawals must be recorded in the LEA's computerized attendance system within five working days of the date of entry or withdrawal and the date this information is entered into the system should be indicated on the entry and withdrawal forms.

*****LESD new enrollments must be entered in the SIS (Synergy) on the first day of physical attendance with the exception of summer pre-enrollments and self-contained students. Please call the SIS Specialist for more information, or details on scenarios.**

Presentation of Withdrawal Form

As documentation helps to ensure uniform and comparable data across schools, districts and charters are required to use the form: Official Notice of Pupil Withdrawal when a student withdraws during the school year. Furthermore, Arizona state law required that a properly executed withdrawal form be presented to a school if the student previously attended another school within the State of Arizona. (ARS 15-827) Student withdrawals should be posted to the attendance system within five working days to help ensure that student membership is reported to ADE on a timely basis.

Legal Custody

Notwithstanding any other law, a child who resides with a family member other than a child's parent and is residing with the family member while awaiting the outcome of a legal guardianship or custody proceeding is deemed to reside in the school district where that family member resides if the family member provides written documentation proof of one of the following:

- The family member is attempting to obtain a legal guardianship of the child in an unresolved and uncontested guardianship proceeding commenced in Superior Court. The family member shall provide documentation to the school district within 30 days of enrollment that the family member is attempting to obtain legal guardianship of the child. Upon obtaining legal guardianship, the family member shall provide documentation to the school district.
- The family member is attempting to obtain custody of the child in an unresolved and uncontested child custody proceeding commenced in Superior Court. The family member shall provide documentation to the school district within 30 days of enrollment that the family member is attempting to obtain custody of the child. Upon obtaining custody, the family member shall provide documentation to the school district.

Readmission

Readmission occurs when a student has been withdrawn from a school and reenters the same school during the same school year. The date of readmission shall be defined as the first day the student physically attends school following the date of withdrawal.

Definitions

Average Daily Membership - the total enrollment of fractional students and full-time students, minus withdrawals, of each school day through the first one hundred days or two hundred days in session, as applicable, for the current year. Withdrawals include students formally withdrawn from schools and students absent for ten consecutive school days, except for excused absences identified by the department of education. For the purposes of this section, school districts and charter schools shall report student absence data to the department of education at least once every sixty days in session. For computation purposes, the effective date of withdrawal shall be retroactive to the last day of actual attendance of the student or excused absence.

Continuing students – students enrolled through the last day of the preceding school year.

Pre-enrolled students – students who are not continuing students but who have registered prior to the first day of classroom instruction of the current school year.

First Day of Enrollment - ADE defines the first day of student enrollment as the first day of school for continuing and pre-enrolled students and the first day of actual attendance for all others. In order to justify an enrollment on the first day of school for a continuing or pre-enrolled student, the student must physically attend school at least once during the first ten days school is in session.

Enrollment Procedures

1. Request for parent/legal guardian to complete an enrollment packet and only keep packet once a student is physically starting school (exceptions applied to SC students) and verify:
 - a. **Enrollment Form Part 1 or Part 2**
 - i. Copy to ELL IA Google Drive, original in cumulative file
 - ii. Any Custody Issues, copy of any documentation uploaded to SIS
 - iii. Any Suspensions/Expulsions, need Principal Approval
 - iv. Any Gifted Services, copy to Gifted Coordinator Google Drive
 - b. **Authorization for Release / Request for Student Records**
 - i. Mail or fax request within 5 days of enrollment
 - c. **PHLOTE Home Language Survey**
 - i. Original in file, copy to ELL IA Google Drive
 - d. **Arizona Residency Documentation Form #2306606**
 - i. Attach Proof of Residency and keep in cumulative file
 - e. **Health History**
 - i. Original to Health Associate and copy of immunizations to Health Google Drive
 - f. **Student Residency Questionnaire**
 - i. If any “No” on questions, copy to Program Coordinator Google Drive
 - g. **Student Services Questionnaire**
 - i. If “Yes”, email to spedrecords@laveeneld.org
 - h. **Title VII Student Eligibility Certification (if American Indian is checked)**
 - i. Copy of 506 forms or CDIB to Native American Google Drive
2. Must collect copies of the following documents before student is enrolled, there are exceptions to all of these if parent not able to provide:
 - a. **Original Birth Certificate or other reliable proof (see BC Letter)**
 - b. **Current Immunization Record**
 - c. **Proof of Residency (use Arizona Residency Guidelines)**
 - d. **Withdrawal Form (if school is in session)**
 - e. **Report Card or recent AIMS results (not required)**
3. Enter student in SIS (Synergy) on first physical day of attendance – Contact AzEDs Coordinator for details/training
4. Create a cumulative file, print out a Permanent Record Card, print out 45 Day Screener, and upload complete enrollment packet to SIS for each new student to the district.
5. Request records from last school attended and from any Laveen school, if student has history of previous enrollment. See Enrollment History tab in SIS (Synergy) for any previous Laveen District enrollment.

Enrollment Activity Codes

Background

All activity related to student enrollment is coded in AzED by use of appropriate Activity Codes. There are codes to describe student enrollment, withdrawal (school year and summer), readmission and year end status.

Enrollment Codes (E Codes) - Used when a student enrolls in a particular school for the first time each school year.

1. If the student **was not enrolled in any Arizona school this school year** choose from the codes immediately below. If not, move on to 2.

- E1 Student last attended the same school
- E2 Student last attended a different school in the same district/charter and did not drop out of that school
- E3 Student last attended a school outside of the district/charter and did not drop out of that school or did not attend any school last year (Includes students who were last enrolled in a private school)
- E6 Student last attended school outside Arizona (Includes any type of education last received outside of Arizona such as home taught, detention facility, etc.)
- E7 Student attended a different school in the same district/charter last year and his/her last status was dropped out (W5)
- E8 Student attended an Arizona public school outside of the district/charter last year and his/her last status was dropped out (W5)
- E11 Student was most recently classified as home taught in Arizona. (Applies if the student was most recently home taught in Arizona even if the student previously attended an Arizona school this year)
- E15 Student last attended school (received educational services) at a detention facility within Arizona

2. If the student **was most recently enrolled in another Arizona school this school year** choose from the codes immediately below.

- E4 Student last attended a school outside of the district/charter and did not drop out of that school
- E5 Student last attended a different school in the same district/charter and did not drop out of that school
- E9 Student last attended a different school in the same district/charter and his/her last status was dropped out (W5)
- E16 Student last attended school (received educational services) at a detention facility within Arizona
- E10 Student last attended an Arizona public school outside of the district/charter and his/her last status was dropped out (W5)

Readmission Codes (R Codes)

Used when a student was enrolled in a school, withdraws from the school and returns to the same school in the same school year.

- R1 Student re-entering after withdrawing from this school W1
- R2 Student re-entering after withdrawing from this school W2
- R3 Student re-entering after withdrawing from this school W3
- R4 Student re-entering after withdrawing from this school W4
- R5 Student re-entering after withdrawing from this school W5
- R6 Student re-entering after withdrawing from this school W6
- R9 Student re-entering after withdrawing from this school W9
- R10 Student re-entering after withdrawing from this school W10
- R11 Student re-entering after withdrawing from this school W11
- R12 Student re-entering after withdrawing from this school W12

Notes

1. The first enrollment activity for a student in a particular school in a particular school year must be designated with an E Code. R Codes are only used when a student who was enrolled with an E Code, withdraws and then returns to the same school in the same school year.

2. An R Code is always used when a student enrolls, withdraws and then returns to the same school in the same school year regardless of any other schools a student may attend in the interim. A student may not have more than one E Code in any particular school during any school year (except that an EK may follow a WK after any other E Code).

3. The R Code used always matches the W Code (i.e., if the student withdrew with a W1 Code the student returns with an R1 Code).

Student Scheduling

Your school has set up classes to be scheduled by Link or House Sections. Using the Chooser option in the Student icon, Classes Tab you will be searching for the Attendance section of the Homeroom teacher if linked, or the House. Please contact SIS Specialist for training on Student Scheduling.

Remember to check for these items when scheduling new and returning students:

- ✓ 1st Enter Date Classes = Enrollment Date
- ✓ Leave Date may **NOT** = Enter Date Classes
- ✓ Enter Date and Leave Date = Valid school M-F calendar dates
- ✓ Term Code YR = Any valid school calendar Enter Date until the last day of school
- ✓ Term Code Qtr = Use Quarter Dates for Enter and Leave Dates
- ✓ No duplicate periods UNLESS periods have valid Leave and Enter Dates, or using a period rotation based on special day calendar
- ✓ **Do Not Delete Classes off the Class Schedule or Students from Sections!!!**

Also, remember to check for the use of valid Enter Date and Leave Dates for Classes when student schedule changes for any of the following reasons:

- ✓ Any homeroom change after the first day of school
- ✓ Addition of a new teacher to grade level or special area
- ✓ Any special area (PE, Art, Music, Library, Computer) changes
- ✓ **Do Not Delete Classes off the Class Schedule or Students from Sections!!!**

If you need help with any changes to student schedules, staff additions, or schedule rotations, please contact SIS Specialist Coordinator for assistance.

Withdrawals

In order to withdraw a student from school once the school year has started, the parent/guardian must notify the school office in person by signing the withdrawal form or a records request from another school must be received. A student may also be withdrawn when he/she reaches 10 consecutive unexcused absences. **The withdrawal date must be equal to the last day the student physically attended school**, unless the student was serving an excused suspension or has a chronic illness form on file. Please check the student's Daily Attendance icon to verify last day of physical attendance and use as withdrawal date.

From the Student icon, select the drop down Menu, and click on Inactivate Student. An additional window will open, please select the appropriate Leave Code (refer to page 23), and enter Leave Date for the last day the student physically attended school (Withdrawal/Leave Date may not equal an absence date, unless it's an excused suspension or chronic illness). Be sure to select "Withdraw student form classes on inactivation" and this will create Leave Dates for classes in the student's schedule. If this is not selected, Clerk will have to enter Leave Dates for classes manually.

The screenshot shows the 'Student' profile page in a data management system. A 'Menu' dropdown is open, with 'Inactivate Student' highlighted. The background form contains fields for student details: Name (Last Name, First Name, Middle Name, Suffix, Student ID), Grade (04), Gender (Female), Birth Date, Birth State (Arizona), Birth Country (United States of America), and Race/Ethnicity (Non-Hispanic). There are also buttons for 'Save', 'Undo', 'Add', and 'Delete'.

Inactivate Student

You are about to inactivate [REDACTED]. Fill in the leave date, enter the leave code and press the Inactivate button to complete the Inactivation or Cancel to abort.

Leave Code: Leave Date:

Advanced Options

Classes Action

Withdrawal Codes (W Codes) - Used when a student withdraws prior to the regularly scheduled end of the school year.

- W1 Student withdraws to continue in another school or as a full-time, post secondary student (*There is also documentation from ADE that implies that W1 is appropriate when a district/charter has evidence that a student has left the country whether or not it is known that the student is continuing his/her education*)
- W2 Student withdraws due to chronic illness (*Chronically ill students who are able to continue to profit from an education may not be required to withdraw - See district/charter policy formed in accordance with A.R.S. § 15-346*)
- W3 Student is expelled or is serving a long term suspension
- W4 Student is withdrawn due to 10 consecutive days of unexcused absence - Status or location of student is unknown to the district/charter – **PRINT ATD201 – Daily Attendance Profile before withdrawing student in SIS (Synergy)**
- W5 Dropout - Student is withdrawn upon verification that he/she has no intent to complete requirements for a high school diploma
- W6 Student withdraws who is not school age. (Less than 6, greater than 21)
- W7 Student withdraws upon meeting requirements for a high school diploma (Code is only applicable to students in grades 11 or 12)
- W8 Deceased
- W9 Student withdraws to be home taught.
- W10 Student is withdrawn because he/she has been remanded to a state detention or correctional facility
- W11 Student withdraws with intention of seeking a GED (*Verbal notification at the time of withdrawal is sufficient to apply the W11 code*)
- W12 Student withdraws to continue studies at a technical or vocational school including any school that cannot issue a high school diploma (*Verbal notification from a responsible adult is sufficient to apply the W11 code*)
- W13 Student withdraws but has completed his/her high school course of study or IEP, but did not receive a passing score on AIMS or otherwise meet AIMS related requirements for graduation (*Completers are not expected to continue their high school education*)
- WK Student transfers to another calendar track within the same school within the same school year

“No Shows” Summer Withdrawal Codes (S Codes) - Used when a student was enrolled on the last day of the previous school year, was retained in the same grade level or promoted to another grade level that exists within the school or district/charter (i.e., 8th grade at a middle school to 9th grade in a high school) and does not return for the current school year. When the student is promoted within a district/charter to a grade level that does not exist within the previous school, the school the student is promoted to records and reports the summer withdrawal, otherwise the previous school reports the summer withdrawal.

- S1 Student transferred out of the district/charter
- S2 Student does not return to school due to illness
- S3 Student is expelled during the summer
- S4 Status or location of student is unknown to the district/charter
- S5 Dropout - Verified that the student is not returning and does not intend to complete requirements for a high school diploma
- S6 Student who is not school age does not return to school (Less than 6, greater than 21)
- S7 Student meets requirements for a high school diploma during the summer (Code is only applicable to students who would be in grades 11 or 12 if they had not graduated over the summer)
- S8 Deceased
- S9 Student does not return and is to be home taught.
- S10 Student was remanded to a state detention or correctional facility during the summer
- S11 Student has intention of seeking a GED
- S12 Student does not return but continues studies at a technical or vocational school including any school that cannot issue a high school diploma
- S13 Student completed his/her high school course of study or IEP over the summer, but did not receive a passing score on AIMS or otherwise meet AIMS related requirements for graduation
- S99 Student transferred to another school within the district/charter

Notes

1. The date of the summer withdrawal may be any date after the end of the previous school year but before the start of the current school year. ADE asks that when the actual date of the summer withdrawal is known that it be submitted; however, in many circumstances an actual date cannot be determined. ETC recommends using the Friday before school as the Summer Withdrawal date in these circumstances. *08/03/18 for the 2018-2019 LESD School Year**

2. S Code descriptions are virtually the same as the equivalent W Code description except that the activity takes place during the summer. ADE provides shortened descriptions of S Codes but cites that the criteria are the same. We follow suit in this document.

*** Students who subsequently enroll in another Arizona school (as seen by SAIS) by September 1 of the school year following an S4 or S5 are removed from the cohort of the school that reported the summer withdrawal and are no longer considered to be dropouts. For purposes related to graduation and dropout rates as calculated by ADE, there is no requirement (or reason) to change S4 or S5 codes to S1 when SAIS “sees” the subsequent enrollment.**

New Year Procedures

“No Show” any continuing student that did not physically attend school within the first ten days. Please contact the SIS Specialist for any pre-enrolled new students to the district that didn’t attend school within the first ten days of school.

Do not use anything else beside S1 or S99 codes.

In **Student** icon, find student and select **“No Show”** Student using the Menu ▼ options.

The screenshot shows the 'Student' icon selected in the top left. A dropdown menu is open, showing options: 'Edit Student Data', 'Report Preferences', 'Inactivate Student', **'No Show' Student** (highlighted in orange), and 'View Audit Detail For Student'. The main form displays student information for a student named 'Zaleski, S.' with a grade of 08 and gender Male. Fields include SAIS ID, Birth Date, Birth Verification (Birth Certificate or Affidavit), Birth State (Arizona), Birth Country (United States of America), Student Email, and State ID. Below this, the 'Race and Ethnicity' section shows 'Hispanic/Latino' as the resolved race. The 'Home Address' section includes fields for Address, Effective Date, City (Phoenix), State (AZ), ZIP Code (85041), and a checkbox for 'Mail same as Home Address'.

Select appropriate Summer Withdrawal Code:

S1 – transferring out of district or S99 – transfer within district

The 'No Show Student' dialog box is shown. It has a 'No Show' button and a 'Cancel' button. Below the buttons, it says: 'You are about to set [redacted] as a "No Show". Fill in Summer Withdrawal Code and Date and press the No Show button to complete the process or Cancel to abort.' The 'Summer Withdrawal Code' dropdown is set to 'S1' and the 'Summer Withdrawal Date' is set to '08/05/2018'. A dropdown menu is open showing the options: 'S1: Summer transfer - out of district' and 'S99: Summer transfer - within district'.

After selecting appropriate Summer Withdrawal Code, use Friday before first day of school for Summer Withdrawal Date (example, for 2018-2019 school year use 08/03/2018) and click No Show.

Student Name set to “No Show” will be in parenthesis and Enter Date/Enter Code will be removed automatically in the Enrollment History Tab.

Student

Menu

Save

Undo

Add

Delete

Student Name:

School: Cheatham Elementary

Homeroom: Teacher:

Demographics

Parent/Guardian

Other Info

Emergency

Enrollment

Enrollment History

Classes

Documents

Contact Log

Notes

Student Programs

Student Account

Last Name

First Name

Middle Name

Suffix

Student ID

Grade

Gender

05

Female

Enrollment History

Line	School Year	Enter Date	Enter Code	Leave Date	Leave Code	Grade	School	ADA/ADM	Track	Summer Withdrawal Code	Summer V
1	2014-2015	10/21/2014	E4			03	Cheatham Elementary				
2	2015-2016	04/25/2016	R1			04	Cheatham Elementary				
3	2016-2017					05	Cheatham Elementary		S1		08/05/2016

If a student is returning, and you have already “No Showed”, please contact your SIS Specialist for details on how to properly activate. Student activation, and enter codes may change based on the date returning and how the student was exited. Please let us know ASAP, if you notice a “DEL” or any S Code as a summer withdrawal code for any active student.

Records Request

Within five school days after enrolling a transfer pupil from a private school or another school district, a school shall request directly from the pupil's previous school a certified copy of the pupil's record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Notwithstanding any financial debt owed by the pupil, any school requested to forward a copy of a transferring pupil's record to the new school shall comply and forward the record within ten school days after receipt of the request unless the record has been flagged pursuant to section 15-829. If the record has been flagged, the requested school shall not forward the copy and shall notify the local law enforcement agency of the request. School districts shall include in the educational records required by this subsection data collected pursuant to sections 15-741 and 15-766, as prescribed by the state board of education.

Laveen School District Records

Review incoming records from outside and within the District. Keep a copy of every perm card before sending the contents of each cumulative file to schools within the District for your records. The District has a copy of the Permanent Record Card (Sample Permanent Record Card available in Google Drive shared folder [Attendance, Enrollment, & Synergy Materials](#)) for students that were last active through school year 2008-2009. Make sure your cards are detailed and consistent before files are sent for destructions. Please review the destruction guide below:

Cumulative Files (Last Active)	Destruction Year
2012-2013 (Withdrawals, No Shows, Grads)	Fall 2017
2013-2014 (Withdrawals, No Shows, Grads)	Fall 2018
2014-2015 (Withdrawals, No Shows, Grads)	Fall 2019
2015-2016 (Withdrawals, No Shows, Grads)	Fall 2020
2016-2017 (Withdrawals, No Shows, Grads)	Fall 2021
2017-2018 (Withdrawals, No Shows, Grads)	Fall 2022
2018-2019 (Withdrawals, No Shows, Grads)	Fall 2023

Records Retention

Pursuant to ARS41-151.12, the retention of periods listed herein are both the minimum and maximum time records must be kept. Keeping records for a time period other than their approved retention time period is illegal. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

Records Series	Retention (Yrs)	Remarks
Daily Attendance Records (attendance records for school and not individual student attendance records. This series includes student sign in/out logs)	4	After fiscal year created or received
Disciplinary Records	4	After fiscal year of last attendance
Excused Absence Records	4	After fiscal year created or received
Standardized Test Scores (including AIMS)	3	After scores transferred to permanent student records
Immunization Records	Permanent	Preserve pursuant to ARS 39-101
Permanent Student Records [including personal identifying information (name, student identification number, etc.), transcript of final grades, summary of attendance, and standardized test scores]	Permanent	Preserve pursuant to ARS 39-101
Special Education Records (including placement records, referrals, evaluations, testing data, and other related records)	4	After fiscal year of final enrollment in program (Parents must be notified prior to destruction of special education records)
Registration Records for Students Who Never Attend School	4	After fiscal year created or received
Pre-school records (student not continuing in school district)	1	After fiscal year of last attendance
Annually Updated Records (including computer use agreements and annual questionnaires including residency questionnaire)	-	After superseded or obsolete
All Other Non-permanent Student Records	4	After fiscal year of last attendance

Reports – 45 Day Screener

The Forty-Five Day Screener is a legally-required method for schools to quickly identify new-to-the-district students in grades preschool through eighth grade who may have special needs. This process is required whenever a new enrollee starts and their records do not include a previous screening or special education evaluation. The process below must be completed within forty-five calendar days of starting in the Laveen Elementary School District.

1. When a new student enrolls, Attendance Clerk will log the **Form Sent to Teacher, 45 Day Screen Due Date, Screening Returned**, and **45 Day Screen Status** in **Student Programs** tab (Student icon). Use 45 Day Screener Due Date Calculator in Google Drive Folder if needed.

The screenshot shows the 'Student' record interface. At the top, there's a 'Student' header with a dropdown menu and buttons for 'Menu', 'Save', 'Undo', 'Add', and 'Delete'. Below this, the student's information is displayed: 'Student Name: [redacted]', 'School: Cheatham Elementary', 'Homeroom: 12', and 'Teacher: Zaleski, S.'. A series of tabs are visible: 'Demographics', 'Parent/Guardian', 'Other Info', 'Emergency', 'Enrollment', 'Enrollment History', 'Classes', 'Documents', 'Contact Log', 'Notes', 'Student Programs', and 'Student Account'. The 'Student Programs' tab is currently selected. Under this tab, there are fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Student ID', 'Grade' (set to 08), and 'Gender' (set to Male). Below these fields, there's a section titled '45 Day Student Screener' with four input fields: 'Form Sent to Teacher' (08/16/2016), '45 Day Screen Due Date' (09/21/2016), 'Screening Returned' (08/16/2016), and '45 Day Screen Status' (Complete and Filed).

2. The Attendance Clerk provides the home room teacher with a screener to complete and return within thirty-five calendar days. The Clerk logs the date they provide the teacher with screener in the fields Form Sent to Teacher, add a 45 Day Screen Due Date, and drop down field 45 Day Screener Status to “Screener to Teacher”. Use **U-45Day-45 Day Screener** to print/email forms to teacher. Refer to page 30 of this guide, as it prints in the same format as Permanent Record Card.

3. The teacher completes the screener, and Clerk logs receipt of the screener in **Screening Returned** date field and changes 45 Day Screen Status to “Complete and Filed”.

4. If the screener is not promptly returned to the Clerk, the Clerk can use **U-45List – 45 Day Screener Status List** to check for missing screeners. Notify the teacher at 35 days and again at 40 days to ensure that the screener is completed, signed, dated, and returned to the Clerk within forty-five calendar days.

5. The Clerk logs all relevant dates, and status in the Student Programs tab for 45 Day Student Screener. The original screener is filed in the cumulative file folder.

Please contact SIS Specialist for any 45 Day Screener Synergy related questions, and Student Services for any 45 Day Screener evaluation procedures.

Reports – Single Student ParentVUE Activation Key Letter

- Use the Student ID, enter in field under Student Info, leave others blank
- Check all boxes listed below for each of the categories

Report PVU202: Parent Activation Key Letter

Print Save Default Reset Saved Default Email Me

Name: **Parent Activation Key Letter** Number: **PVU202** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Student Info

Student ID

Last Name First Name

Grade

Parent Relationship

☐ Lives With

☒ Has Custody

☒ Mailings Allowed

☒ Contact Allowed

Report Options

☒ Show Student Name

☒ Show Student ID

☒ Exclude Activated Parents

Create Parent Activation Keys

This will create an activation code for all parents, in the current focus, that have:
 (a) not already had an activation key created for them that is still valid or
 (b) have not logged into the ParentVUE system.
 Note: This will use the same settings from ParentVUE and StudentVUE Configuration > Activation Key Configuration.

☒ Create Parent Activation Keys

Distribution Options

By specifying both a date and period below, the report will group the results by classroom and display this information in the upper-right corner of the report. This will override any sort options specified on the Sort/Output tab.

Date Period

Sort Option

☒ Teacher, Student ☐ Grade, Teacher, Student

Reports – Emergency Class Roster

- Navigate to Synergy SIS > Student > Reports > List > STU809 – Emergency Class Roster. The STU809 – Emergency Class Roster Report Interface displays.
- Enter the **Start Date**. The system default is today's date.
- Select a **Period Begin** and a **Period End**. (0 and 0 for Homeroom Attendance) or any other period you're in at the moment of emergency, planned fire drill or lockdown.
- Click **Print**. The system emails a current class roster to all the teachers for the selected periods. The Job results screen appears when the report is processed.

Report STU809: Emergency Class Roster

Print Save Default Reset Saved Default Email Me

Name: **Emergency Class Roster** Number: **STU809** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Attention: This report is email based and will email rosters to all teachers and the school principal.

Start Date

09/16/2016

Select Period Period End

0 0

Emergency Report Event Title

Fire Drill 09/16/16

Reports – Student Enrollment by Teacher

Navigation Tree>Student>Reports>Summary>TCH601 Student Enrollment by Teacher to print female/male totals by selected period and grade levels. Recommend to break up the grade levels as not all grades can be ran on one report. Sample below would be K-5 homeroom totals as of the date indicated.

Report TCH601: Student Enrollment by Teacher

Print Save Default Reset Saved Default Email Me

Name: **Student Enrollment by Teacher** Number: **TCH601** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Please select at least one grade level.

This report accepts a maximum of 7 grades in PDF, HTML, Rich Text, and TIFF report formats. Support for more than 7 grades is only available in the CSV, Excel, Text, and XML report formats.

Grade ☐ ☐

☒ **KG** ☒ **01** ☒ **02** ☒ **03**

☒ **04** ☒ **05** ☐ **06** ☐ **07**

☐ **08** ☐ **UNG-Elem**

As Of Date:

By default totals are calculated for all periods. If any period(s) are checked non checked periods will be excluded.

Periods ☐ ☐

☒ **0** ☐ **1** ☐ **2** ☐ **3** ☐ **4**

☐ **5** ☐ **6** ☐ **7** ☐ **8** ☐ **9**

☐ **10** ☐ **11** ☐ **12** ☐ **13** ☐ **14**

Reports – Permanent Record Card

Students that attend your school for at least one day will need a complete permanent record card. If student has already attended another LESD school, contact that school to request the original perm card. Select to print by Student ID or grade range from the Option tab. You can also select the condition to print only for students new to the district, school year 2017-2018, would be students with an ID starts with 18. Please contact SIS Specialist for help on batch process.

Report REC201: Permanent Record

Print Save Default Reset Saved Default Email Me

Name: **Permanent Record** Number: **REC201** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Student Info

Student ID

Grade

Gender

Display Options

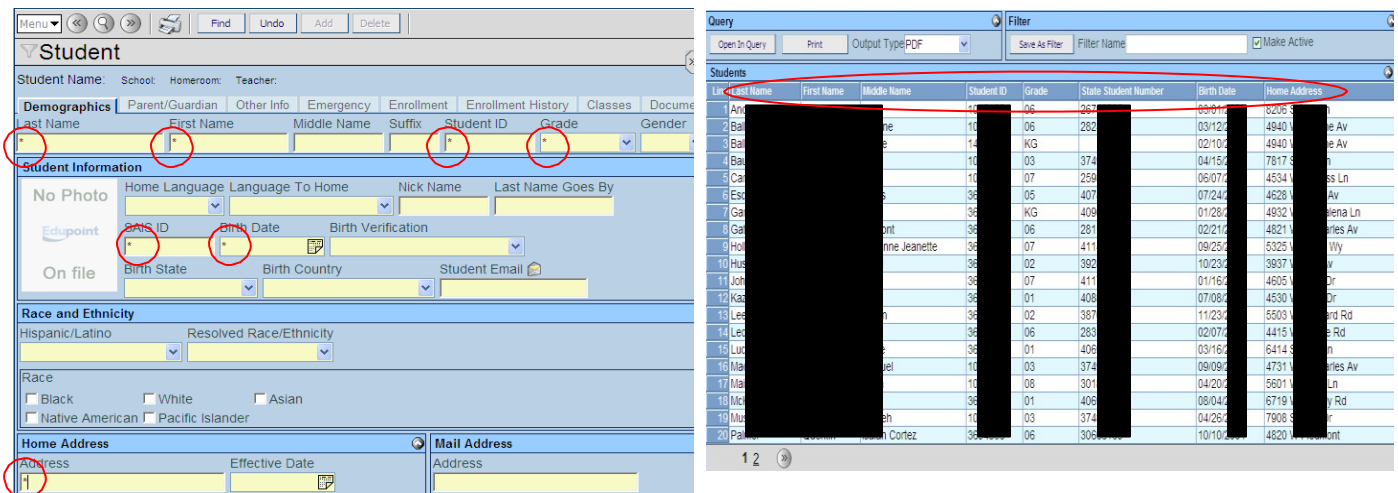
Student ID Type

Tips & Tricks

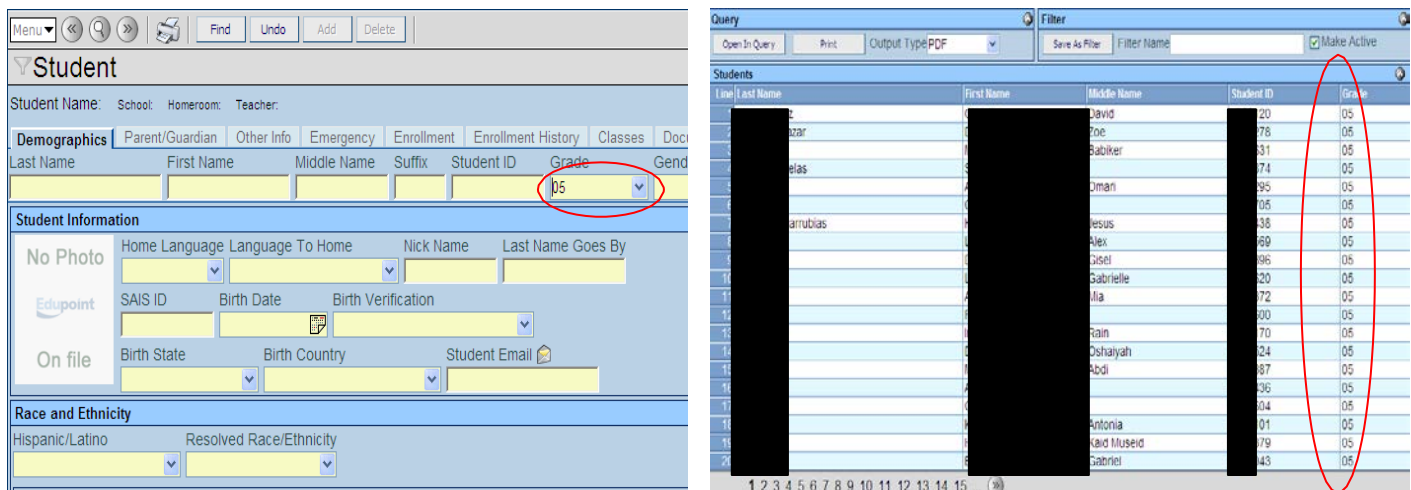
- Open Navigation Tree and open all areas to see all icons and reports available



- Use (*) in any blank yellow field to search for all categories within that field, click **Find**



- Select items from drop down field in blank mode to search for a specific category, click **Find**



- Selecting random groups of students to print reports for by using the Selection tab where available. From the Selection tab, select Student from drop down field Object Type, and click on Select. A second window with the options to pick student will appear. See below for details:

The screenshot shows two windows. The left window is the 'Report Interface' for '45 Day Screener'. It has tabs for Options, Sort / Output, Conditions, Selection, and Advanced. The 'Selection' tab is active, and 'Student' is selected in the 'Object Type' dropdown. The right window is the 'Chooser' window, titled 'https://laveen.apscc.org/ - Chooser - Windows Internet Explorer'. It has a 'Find' button and a 'Select' button (circled in red). Below the buttons are search criteria fields for Last Name, First Name, Middle Name, and Student ID. A 'Find Result' table shows two results for 'Lopez'. A 'Selected Items' table shows one result for 'Lopez, A'. A red circle highlights the 'Add Selected Row(s) >' button. An arrow points from the 'Find Result' table to the 'Selected Items' table. Text annotations include '2. Click select after all students needed are in Selected Items list' and '1. Add Students from the Search Results to Selected Items'.

- Email a report to yourself by using the Email Me button, or other staff members on campus by using the Advanced tab where available. Set your preferences for the report using the Options, Sort/Output, Conditions, and Selection tab before clicking on “Email Me”. The current report information based on your preferences will be emailed to your account, and you will receive a “Message from webpage Report being processed. Check your email (FLastName@laveeneld.org) for results.

If you wish to send it to someone else directly without getting a copy yourself, using the Advanced Tab, open Notification to enter the email address of the person you’re trying to email and check “Include the result report as an attachment”. Click Print.

The screenshot shows the 'Report Interface' with the 'Advanced' tab selected. The 'Email Me' button is circled in red. Below the tabs are sections for 'Schedule Job' (with a 'Schedule Task' dropdown set to 'Once') and 'Notification' (with a text field for email address containing 'tliolios@laveeneld.org' and a checked box for 'Include the result report as an attachment').