GUIDELINE NO. 003.00
September 10, 2019

SUBJECT: REPORTING ATTENDANCE USING DACE-SIS

I.   Background
II.   Implementation
III.   Roles and Responsibilities
IV.   Monitoring

The purpose of this reference guide is to provide procedural information for taking and monitoring daily attendance using DACE-SIS.

I.   BACKGROUND

This guideline was formerly Guideline 120. Consistent student attendance is critical for adult learners to meet their educational, family and career goals, and a pre-requisite for demonstrating student outcomes to qualify for participation in the Workforce Innovation and Opportunity Act (WIOA), Carl D. Perkins Career and Technical Education Act, and the California Adult Education Program (CAEP). Accurate and timely daily attendance and monitoring is foundational to student, school and Division success.

Grant Name	Grant Type	Attendance Hours*
WIOA (Workforce Innovation and Opportunity Act)	Federal	12 hours
Carl D. Perkins Career and Technical Education Act	Federal	20 hours
CAEP (California Adult Education Program)	State	1 hour

* Minimum attendance hours required for grant participation.

II.   IMPLEMENTATION

Once a student is enrolled and scheduled into DACE-SIS, the teacher can begin taking daily attendance for the student. Schools are responsible for providing training and technical assistance to teachers, enabling them to report accurate and timely daily attendance. If the school site DACE-SIS Coordinator is unable to resolve an attendance issue, the teacher can open a help-desk ticket at (213) 241-5200.

A. Daily Student Attendance and Certification Process

The teacher (teacher of record, co-teacher and/or substitute) is required to submit and certify daily attendance for each section by the end of each class and will be alerted to submit and certify attendance fifteen (15) minutes prior to the end of each class section by DACE-SIS. The teacher is also required to certify attendance for each section meeting date. Teachers will not be able to submit or modify attendance

beyond a two-day (2) instructional window, which includes the current and previous class day. The only exception to this rule applies to independent study and distance learning sections, where the window will be ten (10) consecutive instructional days.

If the DACE-SIS system is unavailable for daily attendance, the DACE-SIS Coordinator will print and distribute weekly class rosters to ensure attendance is accurately recorded. The teacher must submit the completed paper roster to the DACE-SIS Coordinator, who will enter student daily attendance into the system on behalf of the teacher if the window for taking attendance has already closed. The teacher is still responsible for certifying the attendance entered by the DACE-SIS Coordinator.

B. NO-SHOWS and DROPPED Students

Once a student has not attended class for three (3) consecutive instructional days, an alert will show in the DACE-SIS portal. The principal or their designee is responsible for assigning staff to conduct a follow-up call to the absent student. Once a student has missed ten (10) consecutive instructional days, the teacher will drop the student from the class roster using the following designations:

Course Completion Code – L (Leaver)
Grade – NC (No Credit)*

* Once NC is assigned as the grade, the teacher can drop the student by assigning a date.

III.   ROLES AND RESPONSABILITIES

The matrix below summarizes roles and responsibilities for attendance taking, certification, and alerts.

Item	Status	Who takes attendance?	Who certifies attendance?	Who receives alert to take and certify attendance?	Comments
1	The teacher of record takes attendance within the two-day instructional window	Teacher of record	Teacher of record	1. Teacher of record 2. Co-teacher with permission to modify 3. DACE-SIS Coordinator 4. Administrators	The two-day instructional window includes the current and previous day - except for independent study and distance learning sections

Item	Status	Who takes attendance?	Who certifies attendance?	Who receives alert to take and certify attendance?	Comments
2	The teacher of record is absent and the substitute is assigned to take attendance	Substitute	1. Teacher 2. Substitute 3. Co-teacher with permission to modify	1. Teacher of record 2. Substitute 3. Co-teacher with permission to modify 4. DACE-SIS Coordinator 5. Administrators	None
3	The teacher of record cannot enter attendance in DACE-SIS within the window	The teacher takes attendance manually and submits the paper pencil attendance record to the DACE-SIS Coordinator who will enter it into DACE-SIS	1. Teacher 2. Co-teacher with permission to modify	1. Teacher of record 2. Co-teacher with permission to modify 3. DACE-SIS Coordinator 4. Administrators	The paper class roster with manually written attendance hours should be provided as supporting document to DACE-SIS Coordinator
4	Special event	DACE-SIS Coordinator under principal's direction	Principal	1. Teacher of record 2. Co-teacher with permission to modify 3. DACE-SIS Coordinator 4. Administrators	None

Item	Status	Who takes attendance?	Who certifies attendance?	Who receives alert to take and certify attendance?	Comments
5	The teacher of record is absent and the substitute is not assigned in DACE-SIS	The substitute teacher takes attendance manually and submits the paper pencil attendance record to the DACE-SIS Coordinator who will enter it into DACE-SIS	1. Teacher 2. Co-teacher with permission to modify	1. Teacher 2. Co-teacher with permission to modify 3. DACE-SIS Coordinator 4. Administrators	SAA should be allowed to assign substitutes in DACE-SIS to minimize this scenario

IV. MONITORING

A. School Sites

School administrators (and/or designees) are responsible for reviewing various attendance monitoring reports as identified in the matrix below and resolving conflicts when discrepancies between teachers of record and designees occur. If staff becomes aware of inconsistencies in the daily attendance and certification procedures, they should alert the school site administration as soon as possible.

Report/Alert	Purpose	Frequency	Responsibility	Action
Teacher Completion Report	Identify teachers who have not certified attendance	Daily	Administrator and/or designee	Follow up with teachers so attendance data can be captured and certified
Consecutive Absences	Identify students with at least 3 days of consecutive absences	Daily	Administrator and/or designee	Contact students immediately to understand what barriers are contributing to poor attendance and offer options or supportive services

Report/Alert	Purpose	Frequency	Responsibility	Action
"No Show/Low Attendance"	Identify students with no show/low attendance	Weekly	Administrator and/or designee	Run "Attendance Chart" for identified students to analyze their attendance details
"Section Week with Low Attendance" and/or "Potential Small Size Class"	Identify sections with low attendance	Weekly	Administrator and/or designee	Evaluate the need for the section
"Teacher Metrics" or "Course Metrics"	Identify efficiency of teacher or course	Weekly	Administrator and/or designee	Develop a plan to improve efficiency
"Statistical"	N/A	N/A	N/A	Not Needed because DACE is 100% grant funded

B. Central Office

DACE Central Office establishes procedures and processes to review and validate attendance data throughout the year. This includes the development and systematic use of reports to audit DACE-SIS records, centrally importing and exporting data between the Division data and accountability systems - DACE-SIS and TE, and providing guidance, training and support to DACE-SIS Coordinators and Performance Advisors.

Central Office staff is also responsible for coordinating responses for state and federal audits.

For assistance, please contact Rosario P. Galvan, Administrator at (213) 241-3801 or by email at rgalva1@lausd.net.

APPROVED: Joseph Stark, Executive Director

DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education