



Sacramento
City Unified
School District

SUBJECT:

2019-20 NO_RS_13

TO

DATE: August 6, 2019

PREPARED BY:

DEPARTMENT:

REVIEWED BY:

APPROVED:

In order to meet strict attendance reporting deadlines with the California Department of Education, the last day to update monthly attendance in Infinite Campus is **two weeks after the end of each school month (except Independent Study)**. See attached attendance calendar for specific dates. If a prior month absence needs to be corrected, please contact Tiffany Snowdon at 643-7852 or Adriana Avitia at 643-7868 to open the prior period to enable corrections to be made. **Requests to open prior periods beyond two months cannot be accommodated due to reporting requirements. P-2 is an official and audited report. Once P-2 has been locked in Infinite Campus and this key report submitted, months 1-7 may no longer be opened.**

Reasons For Making Changes In Prior Months:

Site error – contact attendance staff immediately.

Excused absence note received late – contact attendance staff immediately.

Short term Independent Study

If you have any monthly attendance questions please contact Tiffany Snowdon at 643-7852 or Adriana Avitia at 643-7868.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
STUDENT ATTENDANCE SERVICES**

ATTENDANCE AND ENROLLMENT CALENDAR

**TRADITIONAL
2019-2020**

| SCHOOL MONTH | NUMBER OF TEACHING DAYS | DATE SCHOOL MONTH BEGINS | DATE SCHOOL MONTH ENDS | LAST DAY TO UPDATE MONTHLY ATTENDANCE IN INFINITE CAMPUS | LAST DAY TO UPDATE MONTHLY ATTENDANCE IN INFINITE CAMPUS FOR CAPITAL CITY & THE MET ONLY |
|---------------------|--------------------------------|---------------------------------|-------------------------------|---|---|
| 1 | 16 | 08/26/19 | 09/20/19 | 10/04/19 | 10/11/19 |
| 2 | 20 | 09/23/19 | 10/18/19 | 11/01/19 | 11/08/19 |
| 3 | 19 | 10/21/19 | 11/15/19 | 11/29/19 | 12/06/19 |
| 4 | 15 | 11/18/19 | 12/13/19 | 12/20/19 | 12/20/19 |
| P-1 | 70 | | | | |
| 5 | 19 | 12/16/19 | 01/24/20 | 02/07/20 | 02/14/20 |
| 6 | 18 | 01/27/20 | 02/21/20 | 03/06/20 | 03/13/20 |
| 7 | 20 | 02/24/20 | 03/20/20 | 04/03/20 | 04/10/20 |
| P-2 | 127 | | | | |
| 8 | 15 | 03/23/20 | 04/17/20 | 05/01/20 | 05/08/20 |
| 9 | 20 | 04/20/20 | 05/15/20 | 05/29/20 | 06/05/20 |
| 10 | 18 | 05/18/20 | 06/11/20 | 06/25/20 | 06/25/20 |
| ua | | | | | |

PLEASE NOTE:

PERIODS NOT USED FOR ATTENDANCE PURPOSES

12/23/2019 THROUGH 12/27/2019 (1 Week)

12/30/2019 THROUGH 01/03/2020 (1 Week)

Updated 07/30/2019