2014 - 2015

STUDENT ATTENDANCE MANUAL

Student Accounting Services
School District of Volusia County
P.O. Box 2118
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**General Information**
Each school shall maintain attendance, absence, entry and withdrawal information on students enrolled in the school and be able to prepare, upon request, a record of each student’s entry, re-entry, and withdrawal dates as well as the student’s days present and absent. All schools shall keep all records and reports that may be required by, Section 1003.23, Florida Statutes and by regulations of state and district boards.

Per the DOE Automated Student Attendance Recordkeeping System Handbook, the student attendance record keeping system has three basic purposes:

1. To meet the requirements of Section 1003.23, Florida Statutes, which requires the attendance or absence of students be checked on a daily basis;

2. To provide documentary evidence of student’s eligibility for inclusion in the FTE membership surveys;

   NOTE: FTE audits are based on a fiscal year, not on a school year. For example, if an FTE audit is performed on 2006-2007 data, a district must provide automated attendance records for the entire fiscal year running July 1, 2006 – June 30, 2007; and

3. To comply with the Florida Department of Education Information Data Base Requirements.

**Falsification of Attendance Records; Penalty**

1. Section 1003.23, Florida Statutes states, “All officials, teachers, and other employees in public schools … , shall keep all records and shall prepare and submit promptly all reports that may be required by law and by regulations of state and district boards.” …“Violation of the provisions of this section shall be a misdemeanor of the second degree, punishable as provided by law.”

2. Section 1003.27, Florida Statutes states, “A principal or teacher in any public, parochial, denominational, or private school, or a private tutor who willfully violates any provision of this chapter may, upon satisfactory proof of such violation, have his or her certificate revoked by the Department of Education.”

**Enrollment**
The Enrollment History contains summarized entry and withdrawal information for each Volusia County school a student has attended. A student’s enrollment history is located on panel S319. Changes to an enrolled student’s entry record can only be made on panel S313. Changes to a withdrawn student’s entry or withdrawal record can be made on either panel S313 or S319 Enrollment Detail.

Enrollment history is a component of information transmitted to the Department of Education (DOE) during the predetermined FTE Survey periods and End of Year survey transmission. FTE Survey periods have specific eligibility requirements referenced on page 20.
**Initial Entry Demographic/Enrollment**

During the summer roll-up process, enrollment records are created for the upcoming school year for all students in active membership. All students are changed to an enrolled status with an entry code programmatically created for one of the following: E01, E02, E2A, E03, E3A, E04, E4A, E05, E09 or E99, a temporary code, on the Enrollment/Demographic Panels S313 and S319.

Students new to the district should be assigned an appropriate entry code to indicate whether the student was previously enrolled in a public school, private school or home education setting; to indicate whether the student previously attended within the district, or another district, state or territory; never enrolled in school; or is entering school after having lived outside the United States. The entry code definitions are located on page 7. To assist in determining the correct entry code, refer to the entry codes section of the manual or Appendix 8, the Enrollment Coding Examples Chart.

**Re-Entry Coding**

Reentry codes R01, R02, and R03 track the movement of a student within the same district, school, or reporting unit in the same school year. A student must have already been enrolled in the district during the school year in order to be identified as having a reentry, and there must not have been any intervening education experience outside of a Volusia county public school prior to re-enrollment. The re-entry code definitions are located on page 8. To assist in determining correct re-entry codes, refer to the re-entry code section of the manual and the detailed information that follows:

**R01**

Re-Entry Code ‘R01’ is used to change grade level or homeroom (elementary) during the regular school year, correct a grade level for a student after the first grading period or when a student re-enters the same school for the summer term.

Whenever a student’s grade level or homeroom (elementary) is changed during the school year, the following steps should be used:

1. On panel S313, add a withdrawal code of ‘W01’ and the date of the change.

2. On panel S313, add a ‘R01’ re-entry code and the date of the change along with the updated information (the withdrawal and re-entry dates will be the same).

If the original entry has an invalid grade level, the grade can be corrected through the end of the first grading period by updating the grade field on panel S313.

However, if the original entry has an invalid grade level that needs corrected after the end of the first grading period, the following steps should be used:

1. On panel S313, add a withdrawal code of ‘W01’ and the date of the change.

2. On panel S313, add a ‘R01’ re-entry code and the date of the change along with the updated information (the withdrawal and re-entry dates will be the same).
Re-Entry code ‘R02’ is used for a student transferring from one VCS to another VCS in the district.

Re-Entry code ‘R03’ is used for a student who unexpectedly re-enters a school or another school in the district after a period of time without having had any intervening educational experience, such as another public school, a private school or home education.

**Withdrawal Coding**

Withdrawal is the removal of an enrolled student from a Florida public school. Enter the appropriate withdrawal code and date for the student upon that student’s official withdrawal from school. Acceptable codes to define the types of withdrawal from school are listed in the withdrawal code section, pages 8-13. If a student withdraws from school prior to the end of the school year, enter the withdrawal code and date as follows:

- If a student withdraws from school on a day the student is in attendance, the appropriate withdrawal code must be recorded on the next valid school day following the last day of the student’s membership.
- If a student is withdrawn while absent, record the withdrawal code on the next valid school day following the day it was officially determined that the student withdrew.
- If new information is provided at a later date regarding a student’s withdrawal reason, the withdrawal code is to be updated with the appropriate code.
- If a student enrolls after day one, but does not attend, the student must be withdrawn using the same date as the entry date. The student’s enrollment record will be removed after a request for deletion is sent to the district (Student Information Support or Student Accounting Services).

Prior to withdrawing a student to attend another VCS, it is necessary to verify and modify attendance added in advance that may overlap the withdrawal date.

The DOE Automated Student Attendance Recordkeeping System Handbook states that a withdrawal is official when one or more of the following occurs:

1. A parent or legal guardian notifies the school that the child is permanently leaving the school to enroll in another school or in home education;
2. A request for the student’s school record is received from a public or private school, in- or out-of-state, in which the student is enrolled or plans to enroll;
3. The student has been transferred within the school or district by school officials;
4. The student has been promoted, graduated, has earned a certificate of completion or special certificate of completion, or holds a valid certificate of exemption from the superintendent as provided under Section 1003.21(3), Florida Statutes;
5. The student has died;
6. A student formally terminates school enrollment and the school satisfies the requirements of section 1003.21(1)(c), Florida Statutes. (This should include information to the student related to driving privileges, CINS/FINS (Child-in-Need-of-Services/Families-in-Need-of-Services) providers, and the Learnfare Program;
7. A school executes and documents that the requirements of sections 1003.26 and 1003.27, Florida Statutes, have been attempted in good faith and that the student left school voluntarily with no intention of returning or that the student’s whereabouts cannot be determined.

A school is not authorized to withdraw a student from enrollment due to nonattendance, even if the student attends sporadically. A student may only be withdrawn from school due to nonattendance (W15) or withdrawn from school due to whereabouts unknown (W22) after all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes have been followed. Withdrawal due to other reasons (W23) should not be used unless all other avenues have been exhausted, and the district specifically approves its use. Guidelines for withdrawal code W15 can be found in the Compulsory Attendance Manual distributed by the Department of Social Services.

All students in membership on the last day of school will have a withdrawal record added by Technology Services. The date of this withdrawal will be the date following the last day of school. Schools should not add end of year withdrawal records for students unless the student enters a DJJ site before the roll-up at the end of June. Additional information about this process is sent to schools in May of each year.

Request for Records
When a school receives a records request for any previously enrolled student, S319 Enrollments should be viewed to verify if the student’s last withdrawal code is appropriate based on the records request received and changed if necessary. While viewing the enrollment history, if the student attended another Volusia school after withdrawing from your school, the current status of the student must be forwarded to the last school of enrollment (i.e. DJJ or alternative site) for their updating purposes if appropriate.

When a records request or notification is received over the summer and prior to the beginning of the next regular school year for a student that will not be returning, changes to the end of year withdrawal code or summer school withdrawal (whichever is applicable) should be made.

When a school is responding to a records request via FASTER (Florida Automated System for Transferring Educational Records) the records will not be sent electronically if the student’s last withdrawal code is a dropout code or a W02. The withdrawal code must be updated prior to the system transmitting records.

Withdrawing a Student to an Alternative Site While Suspended
When an entry notification and withdrawal request is received from an alternative school for a student that is currently enrolled, it is necessary to verify if any attendance added in advance for the student will overlap the withdrawal date. Prior to withdrawing the student, any attendance dated the same as the withdrawal date or after must be deleted. If there are suspensions, both the attendance and discipline file must be updated prior to withdrawing the student as follows:

- Pinnacle attendance updated by school
- Discipline file updated by school (commute suspension dates as appropriate based on alternative school entry date)
- CrossPointe attendance deleted by district

The school will need to submit a request to the district office to delete the overlap of attendance dates in CrossPointe.
**Graduates**

*Students Graduating Prior to the End of the Regular School Year*

Students that are graduating prior to the end of the regular school year based on one of the following conditions should be withdrawn the day following their last day in attendance with the appropriate graduation code.

- Students completing graduation requirements prior to the end of their graduation year due to an accelerated curriculum, completion of credits through Florida Virtual courses or dual enrollment should be withdrawn the day following their completion and last day of attendance or the next valid school day.

- Fifth year seniors that have completed credits and met all requirements to graduate prior to the end of the school year, should be withdrawn on the day following their completion and last day of attendance or the next valid school day.

*Students Transitioning to the Graduating High School*

A student that is transitioning from the Chiles Academy or from an Alternative Program to the high school to graduate should be entered at the high school using the entry date of DAY 180. The deadline for the student to be withdrawn from their attending school and for the high school to reenter the student will be included in the ‘Transition/Graduation Procedures’ memo distributed in April from Technology Services. Following this process, the transitioning student will be withdrawn from the high school during the Student Demographic Roll-up in June by Technology Services.

*High Schools and Richard Milburn Academy*

Students pursuing a standard diploma that have completed requirements to graduate at the end of the 180 day school year are assigned a W06 withdrawal code during the Student Demographic roll-up in June by Technology Services. Students with a graduation plan flag of 20-28, 38 & 39 will be assigned a W99, a temporary code that must be updated to the appropriate diploma, certificate of completion or other withdrawal code based on their completion.

*Summer Graduates*

Information pertaining to the updating procedures for diploma coding for students completing graduation requirements in the summer is included in the ‘Enrollment Diploma Coding’ memo distributed in May from Student Accounting Services.
Students Attending Additional School Year(s)

Students Opting to Continue to Receive FAPE

Any student receiving exceptional education services who chooses to remain in school for a Free Appropriate Public Education (FAPE) may do so until turning age 22. This option applies even if the student has already received a special diploma or certificate of completion. The student will be recorded as a 12th grader. The appropriate withdrawal coding for FAPE students is listed below.

- For students that have met requirements for a certificate of diploma, assign the appropriate code.
- For each year following the receipt of a certificate or diploma, the student’s EOY withdrawal code should be W01.
- For students that have already met the requirements of an award and return and meet requirements for a higher-ranking award, withdraw with the appropriate code.
- For students that have met the requirements for an award and are withdrawing prior to or when they have reached their 22nd birthday, withdraw with WPO.
- For students that have already met requirements for an award, return to try for a higher-ranking award and withdraw before doing so, withdraw with WPO.
- For a student who has not been awarded a certificate or diploma and has reached their 22nd birthday use withdrawal code W23.

Students Seeking a Standard Diploma

A general education student who has already accepted a Certificate of Completion may elect to return to school for an additional school year beyond grade 12 to earn a standard diploma. If the student withdraws before doing so, use withdrawal code WPO.

Students seeking a standard diploma that have opted not to accept a Certificate of Completion, may elect to return to school during an additional school year beyond grade 12 to earn a standard diploma.

Students Awarded a Higher Ranking Diploma

Students awarded a higher ranking diploma based on testing during the current school year should be entered/re-entered and then withdrawn using the appropriate withdrawal code. The original certificate code remains. The entry date should be the test date or the next valid school date. The withdrawal date should be the next valid school day following the entry date.

Students awarded a higher ranking diploma based on testing during the summer should be entered and then withdrawn using the appropriate withdrawal code. The original certificate code remains. See the Enrollment Diploma Coding memo distributed prior to the end of the school year for detailed instructions.
## Entry Code Definitions

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<th>CODE</th>
<th>DEFINITION / EXPLANATION</th>
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<tr>
<td><strong>E01</strong></td>
<td><em>Any PK-12 student whose last school of enrollment was a public school in this school district the previous school year.</em>  &lt;br&gt;<strong>Note:</strong> This code is entered in the student's record at the beginning of the school year if the student was enrolled in the same district the previous school year. A student should only have one E01 record per year. A pre-kindergarten (PK) student who was enrolled in a district PK program the previous school year should be coded an E01; see E05 for a PK student who was not previously in school or was in day care with no education component. A kindergarten student who is entering a district school from a public pre-kindergarten in the same district should be coded an E01.</td>
</tr>
<tr>
<td><strong>E02</strong></td>
<td><em>Any PK-12 student whose last school of enrollment was a public school in another district in the state.</em>  &lt;br&gt;<strong>District Note:</strong> An E02 is assigned to a student coming from Florida Virtual School Full Time (FLVS FT) or Connections Academy.</td>
</tr>
<tr>
<td><strong>E2A</strong></td>
<td><em>Any PK-12 student whose last school of enrollment was a public school in another state or United States commonwealth/territory (i.e.-Puerto Rico, U.S. Virgin Islands).</em>  &lt;br&gt;<strong>Note:</strong> This code is entered in the student’s record if the student was previously in a public school out of state. If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.</td>
</tr>
<tr>
<td><strong>E03</strong></td>
<td><em>Any PK-12 student whose last school of enrollment was a private school in Florida.</em></td>
</tr>
<tr>
<td><strong>E3A</strong></td>
<td><em>Any PK-12 student whose last school of enrollment was a private school in another state, or a United States commonwealth/territory.</em>  &lt;br&gt;<strong>Note:</strong> This code is entered in the student’s record if the student was previously in a private school outside of the state, or a US commonwealth/territory. If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.</td>
</tr>
<tr>
<td><strong>E04</strong></td>
<td><em>Any PK-12 student who is enrolling in a public school in this district after having been in home education (N998) or in any Florida school district.</em></td>
</tr>
<tr>
<td><strong>E4A</strong></td>
<td><em>Any PK-12 student who is enrolling in a public school in this district after having been in home education in another state or United States Commonwealth/Territory.</em>  &lt;br&gt;<strong>Note:</strong> If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.</td>
</tr>
<tr>
<td><strong>E05</strong></td>
<td><em>Any student entering PK or KG for the first time.</em>  &lt;br&gt;<strong>District Notes:</strong> This code is entered in the student’s record if the student is entering a district school and has never previously been in a district or private school. If the student is entering school from outside of the United States as of the previous June 1, an E09 should be assigned.</td>
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<tr>
<td><strong>E09</strong></td>
<td><em>Any PK-12 student who enters a Florida school from a country other than the United States or a United States Commonwealth/Territory.</em>  &lt;br&gt;<strong>Note:</strong> An E09 is the appropriate Entry Code for any student who is entering school from outside of the United States, whether the student was enrolled in school in another country or not.  &lt;br&gt;<strong>District Note:</strong> This code would not be used for a student entering from Puerto Rico or the U.S. Virgin Islands (see E2A).</td>
</tr>
<tr>
<td><strong>EVC</strong></td>
<td><em>Entering Volusia County into home education, discipline, child find and other selected groups.</em>  &lt;br&gt;<strong>(District Use Only)</strong></td>
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### Re-Entry Code Definitions

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| R01  | Any PK-12 student who was received from another attendance reporting unit in the same school.  
**District Note:** An R01 is used to change grade level or homeroom (elementary) during the regular school year (see page 3 for detailed directions). An R01 is also assigned to a student when the student finishes the school year, is withdrawn from the regular term, and re-enters the same school for the summer term. |
| R02  | Any PK-12 student who was received from another school in the same district.  
**District Note:** An R02 is assigned to a student who has been withdrawn from school including students transferring from Volusia Virtual School (7001) and re-enters another school in the same district without having had any intervening educational experience, such as private school or home education. |
| R03  | Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged.  
**Note:** An R03 is assigned to a student who re-enters a school or another school in the same district after a period of time without having had any intervening educational experience, such as private school or home education. |

### Withdrawal Code Definitions

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| DNE* | Any KG-12 student who was expected to attend a school but did not enter as expected for unknown reasons and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.  
**Note:** This code is entered in the student’s record only at the beginning of the school year. Withdrawal code DNE can be considered a temporary code until the whereabouts and educational status of a student is confirmed. However, if the whereabouts and educational status of the student is not confirmed by date certain of Survey 2, the code should be reassigned to the most appropriate code.  
**District Note:** Students below compulsory attendance age (not attained the age of 6 by February 1) that are coded DNE, should be changed to W25. |
| W01  | Any PK-12 student promoted, retained, or transferred to another attendance reporting unit in the same school.  
**Examples:**  
1. Students changing grade levels or homerooms within the same school.  
2. Used for end of 180-day year withdrawal process and summer school withdrawal process for a student returning to the same school. |
| W02  | Any PK-12 student promoted, retained, or transferred to another school in the same district.  
**Examples:**  
1. Students withdrawing from one public school within the district to enter another public school within the district.  
2. Students going to exceptional education or dropout prevention/alternative education programs in another public school within the district.  
3. Students entering a program for pregnant or parenting students within the district at another school site.  
4. Students sent by the Juvenile Court to a detention facility within the district.  
5. Students that withdraw to attend Volusia Virtual School (7001). |
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| W3A  | Any PK-12 student who withdraws to attend another public school in another district in Florida.  
**Examples:**
1. Student is sent by the Juvenile Court to a state training school located in another district in Florida.
2. Student enters the Job Corps, or becomes a congressional page - places where educational programs are provided in Florida.
3. Students that withdraw to attend Florida Virtual School/Connections Academy Full Time (FLVS FT) |
| W3B  | Any PK-12 student who withdraws to attend another public school out-of-state or out of country.  
**Examples:**
1. Student is sent by the Court to a training school or residential placement located in another state.
2. Student enters the Job Corps, or becomes a congressional page - places where educational programs are provided outside of Florida. |
| W04  | Any PK-12 student who withdraws to attend a non-public school in or out-of-state or out-of-country.  
**Examples:**
1. Student is admitted to private hospital and receives nonpublic school education.
2. Student enrolls in private or parochial school.
3. Student withdraws to attend a nonpublic school as a McKay or Opportunity Scholarship participant. |
| W05* | Any student age 16 or older who leaves school voluntarily with no intention of returning and has filed a formal declaration of intent to terminate school enrollment per s. 10031.21, Florida Statutes.  
**District Note:** Parent and student signatures are required for students through age 17. When a student turns 18 only the student’s signature is required. |
| W06  | Any student who graduated from school and met all of the requirements to receive a standard diploma. |
| W6A  | Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit college preparatory graduation option.  
**Note:** This will not be a valid diploma option after the 2014-2015 school year. |
| W6B  | Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit career preparatory graduation option.  
**Note:** This will not be a valid diploma option after the 2014-2015 school year. |
| W07  | Any student who graduated from school with a special diploma based on option one – as referenced in State Board of Education Rule 6A-1.09961. |
| W08  | Any student who received a (24-credit option) certificate of completion. The student met the minimum credits and local requirements, but did not pass the state approved graduation test or an alternate assessment, and/or did not achieve the required GPA.  
**Note:**
1. This does not prevent a non-disabled student from returning for a 13th year to receive educational services.
2. This does not prevent a student with disabilities from returning to received exceptional education services until age 22. |
<p>| W8A  | Any student who met all of the requirements to receive a standard diploma (24-credit option) except passing the state approved graduation test and received a certificate of completion and is eligible to take the Post Secondary Education Readiness Test (P.E.R.T) and be admitted to remedial or credit courses at a state community college as appropriate. |
| W8B  | Any student who received a [18-credit option] certificate of completion. The student met the minimum credits, but did not pass the state approved graduation test or an alternate assessment, and/or did not achieve the required GPA. |</p>
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<td>W8C</td>
<td>Any student who met all of the requirements to receive a standard diploma (18-credit option) except passing the state approved graduation test and received a certificate of completion and is eligible to take the Postsecondary Education Readiness Test (P.E.R.T) and be admitted to remedial or credit courses at a state community college as appropriate.</td>
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| W09  | Any student who received a special certificate of completion, is properly classified as an eligible exceptional education student, met applicable local requirements, and was unable to meet appropriate special state minimum requirements.  
**Note:** This does not prevent a student with disabilities from returning to receive educational services until age 22. |
| W10  | Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests and the state approved graduation test, and was awarded a State of Florida High School Performance-Based Diploma.  
**Note:** Students who qualify for a GED Exit Option Model diploma must be enrolled in grade 10 or higher and meet all requirements of the GED Exit Options Model Program. |
| W12  | Any PK-12 student withdrawn from school due to death.  
**Explanation:** If a student dies between the end of one school year and the start of the next school year (defined as the period between the last day of school to the day preceding the beginning of the next school year), the school must go back to the previous school year’s record for the student and enter his W12 code. In this particular case, it is imperative that this student be deleted from the new school year file. The death of a student in all other cases is to be entered as a W12 with the date of death. Code W12 does not validate the date of death. Following this procedure ensures that the deceased student will not be scheduled or counted during the new school year and that there will be no error in communications that could cause distress or embarrassment. |
| W13* | Any KG-12 student withdrawn from school due to court action. (This code does not apply to DJJ placement).  
Contact Student Accounting Services before using this code.  
**Examples:** The court remands a student to an adult correctional facility.  
1. Code W13 should seldom be used. Follow-up should be provided for any student assigned to an adult correctional facility. If the educational program in the adult facility is provided by a local school district, the student should be coded W02, W3A or W3B as appropriate. If the educational program is provided by a community college or adult education facility, code the student with W26.  
2. If a student not subject to compulsory school attendance elects not to participate in the educational program and files an ‘Intent to Terminate Enrollment Form’, the student should be coded W05.  
3. Students committed to DCF or DJJ, or sent to state training schools by the juvenile court are to be coded W02, W3A or W3B as appropriate.  
4. Students detained by court action shall not be withdrawn until notification is received by the appropriate district entity; i.e., the dropout prevention or student services office. |
| W15* | Any KG -12 student who is withdrawn from school due to nonattendance after all procedures outlined in sections 1003.26 and 1003.27, FL Statutes, have been followed.  
Contact Student Accounting Services before using this code.  
**District Note:** For a student 18 or older that is no longer attending and is not available to sign the Intent to Terminate School Enrollment Form. It is suggested the guardian be contacted to verify status prior to withdrawing. If the student is available to sign the Intent to Terminate form, please refer to withdrawal code W05. |
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| W18* | Any KG -12 student who withdraws from school due to medical reasons and the student is unable to receive educational services, such as those provided through the hospital/homebound program. Contact Student Accounting Services before using this code.  
**Note:** Do not use this code to withdraw a student for Home Education, use code W24. |
| W21* | Any KG -12 student who is withdrawn from school due to being expelled with no educational services. Contact Student Accounting Services before using this code.  
**Note:** If a student who has been through the expulsion process is offered and accepts alternative placement, use W01 or W02 as appropriate. Use the following coding if the expelled student transfers to a non-public school (W04), to a public school in another district (W3A), out-of-state (W3B) or to Home Education (W24). |
| W22* | Any KG-12 student whose whereabouts is unknown and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.  
**Example:** This code may be used for students who are withdrawn because they cannot be located. These students will be counted and reported as dropouts.  
**Note:** Use this code for students for whom every effort has been made to locate them. Districts are strongly encouraged to submit data on their dropouts twice per year through the Student Dropout Match Information Format. It is critical that districts utilize the reports generated through this data submission to correct their dropout data.  
**District Note:** A school administrator or social worker must make the official determination of the student’s status. If a parent/guardian does not respond to attempted contacts, i.e. letters, phone messages, etc., the investigating process must involve a social worker to verify status prior to using W22.  
If a student received no intervening instruction but returns to the same school, the student should be coded with an R03 re-entry code and the W22 code would remain. If the student returns to another VCS, the prior school W22 should be updated to W02. |
| W23* | Any KG-12 student who withdraws from school for any reason other than W01-W22 or W24-W27.  
Contact Student Accounting Services before using this code.  
**Note:** This code should not be used unless all other avenues have been exhausted and the district specifically approves its use. Students receiving exceptional education services who reach age 22 without receiving a standard diploma, special diploma, certificate of completion, or special certificate of completion should be assigned this withdrawal code. It is anticipated that the frequency of use for this code will be 3 percent or less statewide. |
| W24 | Any PK-12 student who withdraws from school to attend a home education program.  
**District Note:** Students withdrawing to attend Florida Virtual School Franchise (7004) or district home school (N998). |
| W25 | Any student under the age of 6 as of February 1 who withdraws from school.  
**Examples:**  
1. Use this code for students who withdraw from pre-kindergarten, Head Start, teenage parent programs, and migrant programs that serve children under the minimum compulsory attendance age.  
2. Use this code for children who are served in prekindergarten programs and who are removed from the programs by a parent/guardian.  
**Note:** Students under the minimum compulsory attendance age who appear as DNE’s on your files should be recorded as W25.  
**District Note:** Minimum compulsory attendance age is defined as a student who has turned six on or after February 1st of the current school year. This code does not apply for students that have turned six prior to February 1. |
<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION / EXPLANATION</th>
</tr>
</thead>
</table>
| W26  | Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements.  
**Note:**  
1. If a student who is assigned code W26 does not enroll in the adult program during the school year, he or she should be recorded in the appropriate category, i.e., W05, W15, or W22.  
2. If a student is assigned code W26 and enrolled in the adult program but is no longer enrolled by the end of the school year, he should be re-coded in the appropriate category by the last secondary school attended, unless the district has a justifiable policy regarding recoding students who do not remain in a postsecondary program during the school year in which they withdrew.  
3. This code also applies to those students who are provided programs through cooperative agreements with adult schools in an adjoining district, at a community college, or adult programs in other districts with which there is no cooperative agreement.  
4. W26 should also be used when a student withdraws from school, takes and passes the GED test and is awarded a State of Florida Diploma (GED).  
**District Note:** Use this code for students age 16 or above who have withdrawn to enter any adult program - DSC Adult Education, Forward March, Hometown Talent, Tech Bridge or PACE Outreach. |
| W27  | Any student who graduated from school with a special diploma based on option two mastery of employment and community competencies. |
| WFA  | Any student who graduated from school with a standard diploma based on an 18-credit college preparatory graduation option and satisfied the state approved graduation test requirement through an alternate assessment. |
| WFB  | Any student who graduated from school with a standard diploma based on an 18-credit career preparatory graduation option and satisfied the state approved graduation test requirement through an alternate assessment. |
| WFT  | Any student who graduated from school with a standard diploma and satisfied the state approved graduation test requirement through an alternate assessment. (For students meeting accelerated high school graduation option requirements, see WFA and WFB.)  
Requires District Authorization prior to use. |
| WFW  | Any student with disabilities who graduated from school with a standard diploma and an FCAT waiver. Requires District Authorization prior to use.  
**District Note:** Student must have an ESE record. |
| WGA  | Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, satisfied the state approved graduation test requirement through an alternate assessment, and was awarded a State of Florida High School Performance-Based Diploma. |
| WGD  | Any student who completed the Performance-Based Exit Option Model Program requirements and passed the GED Tests, but did not pass the state approved graduation test and was awarded a State of Florida diploma. |
| WPO  | Any student who is withdrawn from school without receiving a standard diploma and subsequent to receiving a W07, W08, W8A, W09, or W27 during the student’s year of high school completion.  
**District Note:** Refer to manual section for Students Attending Additional School Years. |
<p>| WVC  | Withdrawing Volusia County from home education, discipline office, child find and other selected groups. (District Use Only) |
| WXL  | Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(3). |</p>
<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION / EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WXT</td>
<td>Any student who graduated from school and met all the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, F.S. 1002.3105(3) and satisfied the state graduation test requirement through an approved state alternate assessment score.</td>
</tr>
<tr>
<td>WXW</td>
<td>Any student who graduated from school and met all the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, F.S. 1002.3105(3) and satisfied the state graduation test requirement with an approved statewide assessment waiver.</td>
</tr>
</tbody>
</table>
**Attendance Recordkeeping Requirements**

*Grade PK*
Attendance must be maintained on a daily basis for all students in grade PK. No period activity is added to attendance for this grade level.

*Grades KG-5*
Attendance for grades KG-5 must be maintained on a daily basis for all students by the primary instructor.

*Grades 6-12*
Attendance must be recorded on a period by period basis for all students in grades 6-12 by each teacher. The first period attendance must be recorded during the first 10 minutes of class.

**Attendance Coding**

*Absence Default Code*
The district has determined that (U- Unexcused) must be used for the initial coding for a student’s absence. When the type of absence is determined the unexcused absence code should be changed.

*Tardies/Lates*
Students that arrive late to school are to be documented as part of the daily attendance procedure and must be added to the attendance panels. A tardy must be recorded under the period the student came in late. The late student must be identified as unexcused (L-late) or excused (T-tardy). Reasons for excusing a student arriving late are determined by the principal. Tardy/late examples can be found in the Compulsory Attendance Manual distributed by the Department of School Social Services.

*Check-out Excused/Unexcused*
Students in grades K-12 that leave early are to be documented as part of the daily attendance procedure and must be added to the attendance panels. All students checking out early are to be recorded on the check-out document maintained by the office and must be identified as unexcused checkout (B) or excused checkout (C). Reasons for excusing a student checking out early are determined by the principal. (Excused and unexcused checkout examples can be found in the Compulsory Attendance Manual distributed by the Department of School Social Services). When a student is checked out between periods, the checkout code should be entered in the latter period.

For elementary schools using Pinnacle, the checkout code is only recorded under the period the student was checked out. For secondary schools using Pinnacle and all schools using CrossPointe, the checkout must be recorded under the period the student was checked out followed by the appropriate absence code for the remaining periods (i.e. CEEE for a student checking out 4th period or BUUU for unexcused).
First Day of School

Attendance should not be recorded on the first day of school with the exception of suspensions carried over from the prior year. Schools are required to identify students (excluding KG students) that did not enter (DNE). Students that did not enter will be withdrawn with withdrawal code DNE by the school office. On the first day of school, it is the school's responsibility to identify the following:

- Students that are enrolled who are not present on the first day of school. These students must be withdrawn with a withdrawal code of DNE (Did Not Enter).
- Students with suspensions carried over from the prior year would be excluded.
- Students enrolled without a schedule.
- Students with an entry code of ‘E99’. This temporary code is added when the prior school location and/or the transfer code are invalid. Corrections to the appropriate fields and entry code must be made on panel S313. The ‘Entry Code/Prior School Location Edits’ report (STD_C00110) located under VCS Reports & Downloads/Enrollment, will identify students with coding errors.

The following rosters/cards can be used to document students that did not enter.
- Elementary Pinnacle – Class Roster by Homeroom - STD_C00070
- Elementary CrossPointe – Elementary Daily Absentee Cards - STD_C00483
- Secondary Pinnacle or CrossPointe – Student schedules not picked

DNE Withdrawal Code

Students that are enrolled that did not enter as expected on the first day of school must be withdrawn with a withdrawal code of DNE (Did Not Enter). This code is entered for a student only at the beginning of the school year. Panel Z401 - DNE Entry is used to mass add the student ID’s for students that did not enter on the first day of school (TAP ENR – 002 How to Enter and Update DNE Records). Withdrawal code DNE is considered a temporary code until the whereabouts and educational status of a student is confirmed. Students coded DNE should be investigated and updated by the Friday prior to the week of Survey 2. For additional information, refer to the Guidelines for handling DNE’s in the Compulsory Attendance Manual.

Changing a DNE

If at any time during the school year a determination is made that the student has withdrawn for reasons other than DNE, the appropriate change must be made to the DNE withdrawal code.

- For students coded DNE that return to the same school without an intervening educational experience, schools must update panel S313. The following steps will delete the DNE record and apply the new entry date.
  1. Add ‘3’ asterisks (*** ) in the entry code field and save.
  2. Update the entry date field with the new start date and save.
- For students coded DNE that enter at another school in the district without an intervening educational experience, the entry code will be based on where the student last attended. After adding the entry record, the DNE withdrawal code from the original school must be updated by the current school to a W02 on S319 Enrollment Detail by selecting the magnifying glass for the record.
- For students coded DNE that enter the same or another school at a later date with an intervening educational experience, the entry record will be based on the student’s last school of enrollment. The DNE withdrawal code must be updated by the current school to the appropriate withdrawal code based on the student’s last school of enrollment.
Kindergarten Staggered Start Procedures

Kindergarten students who will be attending one of the three staggered start dates are currently enrolled in the S313 Demographic/Enrollment panel with the appropriate entry code and the day one date of 8/18/14. New enrollments during the three day period should be enrolled on S313 Demographics/Enrollment, with an entry date of 8/18/14. Any kindergarten registrations after this period would be enrolled using their actual start date and the normal enrollment procedures.

Below are attendance procedures that must be followed for kindergarten students during the three staggered start days. No absences are recorded for kindergarten students on August 18th, 19th and 20th.

1. To identify the start dates for KG students, use the Elementary Soft Roster (STD_C00586). Record the students scheduled start date next to the student’s name and add the dates of August 18th, 19th and 20th as column headings.

Distribute the class rosters to KG teachers prior to the first day of school. Teachers must take roll for each student by placing a check mark under the column for the date that the student attended. New students that enroll after printing the roster must be added manually to the appropriate teacher’s roster.

2. On Day 3, 8/20/14, by the end of the day, instruct the KG teachers to submit to the office, the class roster which will be used to identify the students who did not attend one of the three staggered start days. The students that did not attend must be withdrawn with a DNE withdrawal code on panel Z401-DNE Entry by 5 PM. The withdrawal date defaults to 8/18/14, the first day of school.

3. On Day 4, 8/21/14, instruct KG teachers to take attendance in Pinnacle as indicated in the elementary attendance reporting procedures.

For the KG students that have a DNE withdrawal dated 8/18/14 and return at a later date, the DNE must be removed by using S313 and the procedures for a returning DNE student (page 15). The student’s actual start date will become their new entry date.
Attendance For Part Time Students

Students Attending Shorter Than Normal Day

**Elementary:** Public or Non-public (private or home education) students that are partially enrolled are to be marked absent in the homeroom period.

**Secondary:** Public or Non-public (private or home education) students that are partially enrolled are to be marked absent in the period(s) the student is scheduled to attend.

Students Attending Shorter Than Normal Day & Less Than 5 Days

**Elementary:** Public or Non-public (private or home education) students that are partially enrolled are to be marked absent in the homeroom period. For the day(s) the student is scheduled to attend, absences are to be recorded using the appropriate code. For the day(s) the student is not scheduled to attend, the absences are to be recorded as (E) excused.

**Secondary:** Public or Non-public (private or home education) students that are partially enrolled are to be marked absent in the period(s) they are scheduled to attend. For the day(s) the student is scheduled to attend, absences are to be recorded using the appropriate code. For the day(s) the student is not scheduled to attend, the absences are to be recorded as (E) excused.

Dual Enrollment

Schools are required to take attendance in the automated attendance system for students with dual enrollment courses taken on a district school campus. Schools are not required to take attendance for dual enrolled courses taken at a post-secondary institution, and are not coded absent for the periods not scheduled at the home school. For information on coding part time dual enrollment students refer to Technology Services instructions.

Early Admission Students

A student enrolled at a post-secondary institution that has an Early Admission Dual Enrollment Agreement with Volusia County Schools are also to be enrolled on panel S313. These students are excluded from daily attendance procedures. Upon completion of requirements for a high school diploma, the Early Admission student is to be withdrawn. If the student returns before meeting requirements for a high school diploma, daily attendance would resume.

Hospital/Homebound

For a student receiving one-on-one instruction from hospital/homebound, attendance is added by the hospital/homebound office. For a hospital/homebound (H/H) student receiving off campus instruction and taking Volusia Virtual Part Time (VVPT) courses, attendance will be added by the Volusia Online Learning office. For a hospital/homebound student that are also taking courses at their school of enrollment, the school is responsible for adding attendance for the on campus courses. For additional assistance regarding attendance of a H/H student attending the school of enrollment, contact Student Accounting Services. For information regarding scheduling a H/H student, refer to Technology Services TAP – 012 Updating Schedule Records For Homebound Students.
Students Enrolled in Courses at More Than One Public School

Attendance will be taken at each school of instruction where the student is enrolled in a course.

Volusia Virtual Part-Time (K-12)

Volusia Virtual Part Time (VVPT) attendance is added by the Online Learning office
Attendance Posting Deadlines

Pinnacle attendance is posted daily to CrossPointe. Reports for a particular school day will not be requested by the district until the following day in order to give schools time to update attendance information.

All schools, whether entering attendance in CrossPointe or Pinnacle, are required to add attendance during the first 10 minutes of the day. To ensure that all updates are included in CrossPointe and available for Blackboard Connect calls, all other attendance must be added by the times listed below.

- Pinnacle - Elementary (4:00 PM)
- Pinnacle - Secondary (4:15 PM)
- CrossPointe - Elementary and Secondary (4:30 PM)

Please be reminded that CROSSPOINTE is the official record of attendance.

Attendance Recording Documents

Pinnacle Schools

Elementary schools using Pinnacle must record attendance using the Quick Attendance homeroom tab - 00(Y) – Homeroom. The approved substitute teacher roster is listed below and must be kept as a part of the FTE compliance system.

- VCS Substitute Teacher Attendance Roster

Secondary schools using Pinnacle must record attendance by period using Quick Attendance. The approved substitute teacher rosters are listed below and must be kept as a part of the FTE compliance system.

- Pinnacle Substitute Teacher Attendance Roster
- STD_C00057 CrossPointe Secondary Attendance Sheet (Tchr/Per/Name)
- STD_C00059 CrossPointe Secondary Attendance Sheet without Barcodes (Tchr/Per/Name)

CrossPointe Schools

Elementary schools using CrossPointe are required to use the Elementary Daily Absentee Card as the original attendance recording device. The cards must be kept as part of the FTE Compliance System. Blank attendance cards for new students can be ordered from the warehouse (#12403).

- STD_C00483 Elementary Daily Absentee Card

Secondary schools using CrossPointe (selected sites) where teachers do not record attendance on-line can use one of the following documents which must be kept as part of the FTE Compliance System.

- STD_C00057 CrossPointe Secondary Attendance Sheet (Tchr/Per/Name)
- STD_C00059 CrossPointe Secondary Attendance Sheet without Barcodes (Tchr/Per/Name)
- STD_C00484 Secondary Daily Absentee Card
- Or another approved attendance document
DOE Enrollment and Attendance Survey Reporting and FTE Reporting

The Department of Education (DOE) tracks the in-and-out migration of Florida’s PK-12 students from the entry code and Prior School Location (PSL) data. This information is captured and reported to DOE during FTE survey periods 2 and 3, and survey period 5. Prior school information and related fields, the transfer from code, prior district, state and country code are located and entered on enrollment panel S313. The district, state, country code and entry code is reported to DOE during the survey process. The Entry Code/Prior School Edits report (STD_C00110) located under VCS Reports & Downloads/Enrollment should be run periodically to identify coding errors that may need corrected.

Determining FTE Survey Eligibility

FTE Survey periods 2 and 3 are a major component of district funding. These survey periods occur during the school year at a time predetermined by DOE. The following criteria must be met in order to satisfy a student’s eligibility for survey reporting:

1. **Membership Eligibility**
   A student must be in membership at least one day during the survey week in order to satisfy membership eligibility and be reported for a survey. Students not meeting membership eligibility will not be included in state reporting.
   Membership eligibility is automatically determined by enrollment data as the survey process runs. Only students meeting membership eligibility will be reported. A student is a member from the date of entry until the date of withdrawal. Any student withdrawn from membership prior to or on the first day of the survey week will be excluded from survey reporting.

2. **Attendance Eligibility**
   A student must be in attendance one of the five (5) days of the survey week OR one of the six (6) school days immediately preceding the survey week in order to satisfy attendance eligibility. Students not meeting attendance eligibility will be included in survey reporting; however the data will not generate any funding for the district.
   Attendance eligibility is automatically determined during the daily survey process starting the Monday following the survey week. This determination will be made from attendance data available in CrossPointe. It is imperative that attendance data be accurate and up-to-date by the end of the day on the Friday of the survey week.
**FTE Audit Trail Items**

It is the principal's responsibility to maintain the FTE audit trail items. These documents must be saved as part of the FTE compliance system and maintained for three years or until no longer needed, whichever is longer.

1. **Pinnacle Schools**
   Elementary and Secondary schools using PINNACLE are required to maintain one of the substitute teacher rosters listed below:
   
   - Pinnacle VCS Substitute Teacher Attendance Roster*
   - STD_C00057 CrossPointe Secondary Attendance Sheet (Tchr/Per/Name)*
   - STD_C00059 CrossPointe Secondary Attendance Sheet without bar codes*

2. **CrossPointe Attendance Schools**
   One of the following approved cards or rosters is required to be maintained.
   
   - STD_C00057 CrossPointe Secondary Attendance Sheet (Tchr/Per/Name)*
   - STD_C00059 CrossPointe Secondary Attendance Sheet without bar codes*
   - STD_C00483 Elementary Absentee Card*
   - STD_C00484 Secondary Absentee Card*
   - Another approved attendance document*

3. **Documentation supporting changes to the original attendance card or roster (CrossPointe users)**

4. **Report for Teachers Who Have Not Taken Attendance**
   
   - CrossPointe - SB253 Teachers Who Have Not Taken Attendance*
   - Pinnacle – Attendance Tracking Report*

5. **STD_C00328 Student Attendance Register**
   
   Schools will receive notification in July with the detailed direction for requesting this register. The register contains the enrollment and attendance data for the 180-day year and the associated summer sessions.

6. **Survey and Attendance Eligibility Windows**

<table>
<thead>
<tr>
<th>Regular Schools / DJJ</th>
<th>Survey Week</th>
<th>Eligibility Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey 2</td>
<td>October 13-17</td>
<td>October 3 – 17</td>
</tr>
<tr>
<td>Survey 3</td>
<td>February 9-13</td>
<td>January 30 – February 13</td>
</tr>
<tr>
<td><strong>DJJ</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey 4</td>
<td>June 15-19</td>
<td>Distributed in summer</td>
</tr>
<tr>
<td>Survey 1</td>
<td>July 7-11</td>
<td>Distributed in summer</td>
</tr>
</tbody>
</table>

*This document is required for each day of the FTE attendance eligibility windows listed above, and should be stored as part of the FTE Compliance System.*
Attendance Reporting Procedures
Elementary Schools Using Pinnacle

The school attendance administrator oversees the required attendance procedures that follow. In addition to the teachers, the office specialist must be responsible for maintaining and recording selected attendance data. A back-up person should be trained to fill in for this person if necessary.

All attendance entered in Pinnacle by 9:30 AM will be included in the morning export of attendance into CrossPointe and available at 10:15 AM for schools electing the manual import into Blackboard Connect Ed. All attendance entered after 9:30 AM and by the deadline of 4:00 PM will be included in the afternoon export into CrossPointe and to Blackboard Connect Ed. Attendance added in Pinnacle by 4:00 PM will be available in CrossPointe the following day. Therefore, attendance reports for the current date should not be run from CrossPointe until the following day. The CrossPointe attendance panels are for view only.

The Pinnacle Quick Reference Guide located on the Student Accounting Services website includes directions for adding attendance to Quick Attendance, Attendance Editor and Batch Attendance. Also included are reminders, the data exchange schedule, report information and the district contacts.

1. Teachers take attendance using the Pinnacle Quick Attendance HOMEROOM tab, 00(Y) – HOMEROOM. Only codes ‘U’ and ‘L’ can be selected on Quick attendance. Attendance must be added during the first 10 minutes of the day. Teachers with multiple homeroom tabs due to multiple grade levels must take attendance for each homeroom. Updates to prior attendance days can be made for the current grading period. Teachers should be reminded that although all students are present, the All Present button must be selected documenting that attendance has been taken. This applies even when the office has added other coding for a student such as an excused absent.

If the teacher is responsible for adding the (L) code in the homeroom period for a student that arrives during period 01, the (L) code must also be added under the period 01 tab (excluding PK and KG). This can be accomplished by either option below and is a school based administrative decision.

- The teacher adds the (L) code in both the 00(Y)-Homeroom period and in period 01 (grades 1-5).
- The teacher adds the (L) code in the 00(Y)-Homeroom period and the office specialist adds the (L) to period 01 (grades 1-5).

The following courses do not require instructors to record attendance in Pinnacle:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drama</td>
<td>5010190</td>
</tr>
<tr>
<td>Dance</td>
<td>5003000</td>
</tr>
<tr>
<td>OT*</td>
<td>7763050</td>
</tr>
<tr>
<td>Art</td>
<td>5001000</td>
</tr>
<tr>
<td>Study Hall</td>
<td>5022000</td>
</tr>
<tr>
<td>Orientation &amp; Mobility</td>
<td>7763060</td>
</tr>
<tr>
<td>Music</td>
<td>5013000</td>
</tr>
<tr>
<td>Consultation</td>
<td>2222222</td>
</tr>
<tr>
<td>PT*</td>
<td>7763070</td>
</tr>
<tr>
<td>PE</td>
<td>5015000</td>
</tr>
<tr>
<td>Speech*</td>
<td>7763030</td>
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<tr>
<td>Vision</td>
<td>7763080</td>
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<td>PE</td>
<td>5015010</td>
</tr>
<tr>
<td>Language*</td>
<td>7763040</td>
</tr>
<tr>
<td>Hearing</td>
<td>7763090</td>
</tr>
</tbody>
</table>

*Attendance must be taken for students attending speech, language, PT, or OT only
2. The office will use Pinnacle Attendance Editor or Batch Attendance to add all other attendance activity for the day. This includes students arriving late or checking out by period/time, excused absences and any other attendance activity.

The following guidelines apply to Homeroom and Period Coding:

- The Daily field is automatically updated with the code placed in homeroom and is not to be manually updated.
- Valid homeroom codes are E, H, L, R, S, T, U, V, X, Z
- Valid period codes are B, C, F, G, I, L, T, U
- Checkout codes, B, C are added only in the period and not in the Homeroom period.
- Students in grades KG-5, Late/Tardy codes are to be added in HR and in the period they arrive.
- Due to no period 02 in Pinnacle, students arriving late during the period 01-02 time block can only be coded in period 01. If needed, the comment field may be used to record the actual time of arrival.
- Quick attendance for KG teachers excludes a period 01 tab, therefore if the student arrives during period 01, the office must add the L
- Students in grade PK – only homeroom coding.

**Period/Time Chart**

Used to determine the period coding based on time of day

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-02</td>
<td>7:56 – 9:30</td>
</tr>
<tr>
<td>03</td>
<td>9:31 – 10:15</td>
</tr>
<tr>
<td>04</td>
<td>10:16 – 11:00</td>
</tr>
<tr>
<td>05</td>
<td>11:01 – 12:00</td>
</tr>
<tr>
<td>06</td>
<td>12:01 – 1:00</td>
</tr>
<tr>
<td>07</td>
<td>1:01 – 2:05</td>
</tr>
<tr>
<td></td>
<td>(3:05 Plus 1)</td>
</tr>
</tbody>
</table>

3. Tardy and checkout documents are to be prepared by date, and kept in the main office for daily use. Each document should contain the student’s name, student ID, time entered or checked out and the signature of the person checking out students. It is recommended that these documents are kept for future reference.

4. The office will add the attendance submitted by substitute teachers by impersonating the teacher on the Pinnacle Quick Attendance HOMEROOM tab 00(Y) - HOMEROOM. Substitutes must be provided with the Pinnacle ‘VCS Substitute Teacher Attendance Roster’ located under Reports/Administrative. The substitute rosters must be initialed by the substitute teacher and submitted to the office daily. The office specialist should use caution when using Pinnacle Quick Attendance when adding substitute teacher attendance not to override attendance previously added by the office.
5. After the input of all attendance, schools must request the Pinnacle Attendance Tracking report (see Appendix 4 – Teachers Who Have Not Taken Attendance – Schools Using Pinnacle Elementary). This report is used to verify that all teachers required to take attendance have taken attendance. For teachers listed, proceed with the school process determined by the administrator for notifying the teachers to add their attendance. After all attendance for the day has been added, re-request the report and verify that the teachers required to take attendance are not listed. This report must be saved as part of the FTE compliance system for the 11 day attendance eligibility windows for surveys 2 & 3.

6. For schools to verify Homeroom attendance activity after all attendance has been added, it is recommended that schools run the VCS Elementary Homeroom Attendance Bulletin located under New Reports/Administrative. This report may be used for checking data accuracy. Teachers should review the report and make any necessary corrections or report discrepancies to the attendance office.

7. To verify attendance activity after all attendance has been added, it is recommended that schools run the VCS Elementary Student Attendance report located under New Reports/Administrative. This report may be used for checking data accuracy. For more information on the uses of this report, please refer to Appendix 5.

8. Schools must run the Attendance Edit Report (STD_C00626) daily. The report is located under VCS Reports & Downloads/Attendance. The edit report identifies invalid attendance coding. Invalid coding must be corrected in Pinnacle to be included in the Pinnacle export to CrossPointe. After the corrections have posted to CrossPointe, the edits will drop from this report. Some examples of conditions that will edit on the report follow:

   • A tardy or late code that is not added in both the HR and the period of arrival
   • A checkout code (B, C) is placed in the HR period
   • An invalid HR code is placed in the HR period (B,C,F,G,I)
   • An invalid period code is placed in a period (E, H, R, S, X, V, Z)

9. Attendance for Volusia Virtual Part Time (VVPT) courses will be added by the Online Learning office.
Attendance Reporting Procedures
Secondary Schools Using Pinnacle

The school attendance administrator oversees the required attendance procedures that follow. In addition to the teachers, the attendance office specialist must be responsible for maintaining and recording selected attendance data. A back-up person should be trained to fill in for this person if necessary.

The Pinnacle Quick Reference Guide includes the directions for adding attendance to Quick Attendance, Attendance Editor and Batch Attendance. Also included are attendance reminders, the data exchange schedule, report information and the district contacts.

All attendance must be entered by 4:15 each day to be included in the afternoon export into CrossPointe and to Blackboard Connect Ed. Attendance added in Pinnacle by 4:15 will be available in CrossPointe the following day. Therefore, attendance reports cannot be run from CrossPointe until the following day. The CrossPointe attendance panels are used for view only. Attendance cannot be added or updated in CrossPointe.

1. Teachers must take attendance by period using Pinnacle Quick Attendance. Attendance for period 1 must be added during the first 10 minutes of class. Teachers should be reminded that although all students are present, the All Present button must be selected documenting that attendance has been taken. This applies even when the office has added other coding for a student such as an excuse.

The following courses do not require instructors to record attendance in Pinnacle:

- Annual Goals 4444444
- Consultation 2222222
- Driver Education 1900300A or 1900300S
- Dual Enrollment Courses Off Campus DSC
- On the Job Training*
- Support Facilitation

*Instructor should retain timecards as attendance document

2. Substitute teachers must be provided with either the Pinnacle VCS Substitute Teacher Attendance Roster located under Reports/Administrative, or attendance roster STD_C00057 or STD_C00059 located under VCS Report & Downloads to take period attendance (see TAP ATT-004 – How to Print Attendance Sheets for Substitute Teachers). The substitute rosters must be initialed and submitted to the office daily for clerks to add using Pinnacle Quick Attendance.

The office specialist should use caution when using Pinnacle Quick Attendance when adding substitute teacher attendance not to override attendance previously added by the office.

3. The tardy/late document and the check-out document are to be prepared by date, and kept in the main office for daily use. Each document must contain the student’s name, student ID, grade, time entered or checked out and the signature of the person checking out the student. It is recommended that these documents are kept for future reference.

The office specialist will use Pinnacle Batch Attendance or Attendance Editor to add all other attendance activity for the day by period/module including students arriving late, checking out early, excused absences and any other attendance codes necessary for updating a student’s attendance.
If attendance is added in advance for a student and their schedule changes for that date, the attendance will not carry over to the new course/s and the periods for the new course/s will be blank resulting in missing periods in attendance. Attendance codes that may be added in advance include: E, F, I, R, S, V. It is recommended that any time a school anticipates mass schedule changes, or prior to a semester change, when students may be starting new courses, no attendance should be entered in advance for that time period. It will be necessary to communicate this to all personnel responsible for adding attendance which may include the discipline or guidance areas.

4. After the input of all attendance, schools must request the Pinnacle Attendance Tracking report (see Appendix 4 – Teachers Who Have Not Taken attendance - Schools Using Pinnacle – Attendance Tracking Report). This report is used to verify that all teachers required to take attendance have taken attendance. For teachers listing that are required to take attendance, proceed with the school process determined by the attendance administrator for notifying the teachers to add their attendance. After all attendance for the day has been added, re-request the report, verifying that the teachers required to take attendance are not listed. This report must be saved as part of the FTE compliance system for the 11 day attendance eligibility windows. Additional information for this report is distributed each survey period.

5. For schools to verify attendance activity after all attendance has been added, it is recommended that schools run the VCS Student Attendance report located under New Reports/Administrative. This report may be used for checking data accuracy. For more information on the uses of this report, please refer to Appendix 5.

6. To assist schools in determining students with missing periods in attendance, it is recommended to run the CrossPointe SB251 Module Absentee Roster from launch panel S236 Absentee – Rosters. The SB251 Module Absentee Roster should be run for all periods the following day. Follow up with teachers to verify and make any needed corrections as necessary for data accuracy. See Appendix 6 for report set up.

7. An attendance bulletin, STD_C00114 located under VCS Reports & Downloads/Attendance is recommended to run the following day after all activity has been added and utilized as a tool for data accuracy. Teachers can view the bulletin for errors and should be instructed to make corrections. Updates to prior attendance days can be made during a current grading period.

8. Attendance for Volusia Virtual Part Time (VVPT) courses will be added by the Volusia Online Learning office.
Attendance Reporting Procedures
Selected Sites Using CrossPointe

The school attendance administrator oversees the required attendance procedures that follow. In addition to the teachers, the office specialist must be responsible for maintaining and recording selected attendance data. A back-up person should be trained to fill in for this person if necessary.

1. Distribute the daily attendance cards/rosters to all teachers, including an ‘ALL PRESENT’ card with instruction to date and submit when there are no students absent.

   Elementary: The following courses do not require instructors to record attendance:

   Drama 5010190  Dance 5003000  OT* 7763050
   Art 5001000  Study Hall 5022000  Orientation & Mobility 7763060
   Music 5013000  Consultation 2222222  PT* 7763070
   PE 5015000  Speech* 7763030  Vision 7763080
   PE 5015010  Language* 7763040  Hearing 7763090

   *Attendance must be taken for students attending speech, language, PT, or OT only

   Secondary: The following courses do not require instructors to record attendance:

   Annual Goals 4444444
   Consultation 2222222
   Driver Education 1900300A or 1900300S
   Dual Enrollment Courses Off Campus DSC
   On the Job Training*
   Support Facilitation

   *Instructor should retain timecards as attendance document

2. Attendance is added by either the teacher or attendance office specialist. All first period teachers must add attendance or submit the attendance cards, the ‘All Present’ card or approved roster, signed or initialed by the teacher, to the office for all students who are absent when the attendance check is made at the beginning of the day. Attendance for period 1 must be added during the first 10 minutes of class. Attendance for the remaining periods must be entered by 4:30 each day or at an earlier time set by the school administration.

   The office specialist or teacher will use the attendance card or roster to enter student absences on Panel S241 under each period (excluding sites that have daily attendance, the attendance code entered will post to the remaining periods). When absences are added and saved, the ‘Attendance Taken’ box will automatically flag. In the case of all students being present, the ‘Attendance Taken’ box must be checked manually and saved.

   The office specialist will use Panel S233 to add all other attendance activity and updates for the day by period/module including students arriving late, checking out early, excused absences and any other attendance codes necessary for updating a student’s attendance. Attendance Panel S244 may also be used for updating an individual student’s attendance.

   Updates on this panel are to be made only to the official attendance and not the teacher attendance.
3. The tardy/late document and the checkout document are to be prepared by date, and kept in the main office for daily use. Each document must contain the student’s name, student ID, grade, time entered or checked out and the signature of the person checking out students. It is recommended that these documents are kept for future reference.

4. After the input of all attendance, schools must request report - Teachers Who Have Not Taken Attendance SB253 by using Panel S237- Verification Reports (see Appendix 4 – Schools Using CrossPointe). This report will identify any teachers that have not added or had their attendance added. For teachers listed, proceed with the school process for obtaining their attendance. Re-request the SB253 report verifying that no teachers are listed. This report must be saved as part of the FTE compliance system for the 11 day attendance eligibility windows.

5. An attendance bulletin, STD_C00113 (Elementary) or STD_C00114 (Secondary) located under VCS Reports & Downloads/Attendance is recommended to run at the end of the day after all activity has been added and utilized as a tool for data accuracy. Teachers will view the bulletin for errors and instructed to make corrections or submit corrections to the office to update. Updates to prior attendance days can be made during a current grading period.

6. To assist secondary schools in determining students with missing periods in attendance, it is recommended to run the CrossPointe SB251 Module Absentee Roster report from launch panel S236. Absentee – Rosters. The report should be run after all attendance has been added for the day for follow up with teachers to verify and make any needed corrections if necessary. See Appendix 6 for report set up.

7. Attendance for Volusia Virtual Part Time (VVPT) courses will be added by the Volusia Online Learning office.
**Attendance Code Definitions**

Elementary students are considered absent for the day if the daily field is coded with one of the daily codes below and secondary students are considered absent for the day if all periods are coded with one of the following daily codes.

### Daily Excused Absence Codes

<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION / EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>ABSENT - EXCUSED</td>
</tr>
</tbody>
</table>
| H    | HEALTH RELATED (Head Lice Only) – EXCUSED  
Excluded from school due to head lice. Students can only be reported with this code for three (3) consecutive days for each occurrence. After the three days, students are considered unexcused (U). Although the definition in both CrossPointe and Pinnacle does not indicate Head Lice Only, this code is to only be used for students with head lice. The code should not be used for any other health related reason or illness. |
| R    | RELIGIOUS – EXCUSED      
An absence due to attending off campus religious instruction or an absence for observance of a religious holiday. For additional information, see Student Policy 207 - Student Absences for Religious Instruction and Observance of Religious Holidays. |
| V    | VERIFICATION – DOCTOR - EXCUSED  
Excused absence due to receipt of a Doctor’s Verification. This code should only be used for students who have reached the 15 day criteria requiring a doctor’s note for absences due to illness. If an absence is excused for any reason other than illness, use code (E). |

### Daily Unexcused Absence Codes

<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION / EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>SUSPENSION – OUT-OF-SCHOOL – UNEXCUSED</td>
</tr>
<tr>
<td>U</td>
<td>ABSENT - UNEXCUSED</td>
</tr>
</tbody>
</table>
| X    | EXCLUDED – IMMUNIZATION – UNEXCUSED  
Excluded from school due to lack of proper documentation of immunization. |
| Z    | TRUANCY – UNEXCUSED      
Absence with or without the knowledge or consent of the parent or legal guardian constitutes truancy. |

### Other Attendance Codes

<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION / EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>CHECKOUT – UNEXCUSED</td>
</tr>
<tr>
<td>C</td>
<td>CHECKOUT – EXCUSED</td>
</tr>
<tr>
<td>F</td>
<td>FUNCTION – OFF CAMPUS – EXCUSED (Field Trip, School Activity)</td>
</tr>
<tr>
<td>G</td>
<td>GROUP ACTIVITY – ON CAMPUS – EXCUSED</td>
</tr>
<tr>
<td>I</td>
<td>SUSPENSION – IN-SCHOOL – EXCUSED</td>
</tr>
<tr>
<td>L</td>
<td>TARDY – UNEXCUSED</td>
</tr>
<tr>
<td>T</td>
<td>TARDY – EXCUSED</td>
</tr>
</tbody>
</table>
Absence

Absence is the nonattendance of a student at scheduled times when attendance is to be taken on days school is in session. Under Rule 6A-1.044, any student must be counted absent who is not physically present at school or at a school activity during the prescribed count time as defined under the compulsory attendance law. In the administration of the daily compulsory attendance law and local school system policies, a student’s absence in grade levels PK-12 may be considered as “excused” or “unexcused” and appropriately identified. In all cases, however, the student who is not present is counted absent. In addition, beginning with the 2006-07 school year, section 1003.02(1) (b), F. S. included the following provision: “District school boards are authorized to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences.”

Attendance

Attendance is the presence of a student on days school is in session. The student must be actually at the school to which he or she has been assigned or present at an educational activity which constitutes part of the approved school program for that student.

Checkout

Checkout is when a parent /guardian removes a student from class prior to the official end of the day and may be excused with the permission of the parent/guardian and the school principal.

Late

Late is the unexcused absence of a student at the time attendance is taken, provided the student is in attendance before the close of the day. Lates are determined for reasons determined by the school principal.

Tardy

Tardy is the excused absence of a student at the time attendance is taken, provided the student is in attendance before the close of the day. Tardies are determined by the reason provided for arriving late.

Aggregate Days Attendance

Aggregate Days Attendance is the sum of days present for all students when school was in session during the period of report.

Average Daily Attendance

Average Daily Attendance is the average number of students present each day school was in session during the period of report.

Aggregate Days Membership

Aggregate Days Membership is the sum of the Aggregate Days Attendance and the Aggregate Days Absence of students for the days school was in session during the period of report.
Average Daily Membership

Average Daily Membership is the average number of students belonging each day school was in session during the period of report.

Membership is the number of students belonging to a school unit at any given time. A student belongs (is present or absent) from the date of entry in school to the date of withdrawal.

Percentage of Attendance

Percentage of attendance is the comparison of the number of students present with the number of students on the membership rolls.
Attendance Reports – Pinnacle

Reports are accessed from the navigation pane under the New Reports category. Attendance reports can be found alphabetically under Administrative or Attendance. Clicking the star icon will mark a frequently used report as a Favorite. Favorites will then appear at the top of the New Reports page.

The following Pinnacle reports are the recommended reports supported by Student Accounting Services. As you are aware, CrossPointe contains the official attendance records for students. It is recommended that CrossPointe be used for any other attendance reports. Use of other Pinnacle reports (not listed below) is not encouraged.

Administrative Reports

- **Attendance History Report**
  Displays all attendance records sorted by Teacher, Period, Course, and Student along with a history of any attendance changes per student and attendance date.

- **VCS Elementary Homeroom Attendance Bulletin**
  Displays all attendance reported under the homeroom tab and is listed alphabetically by teacher and student.

- **VCS Elementary Student Attendance Report**
  May be used to request a variety of attendance data by date or date range (see Appendix 5). The parameters of this report allow the user to select any attendance code(s), grade level(s), period(s) or student(s). The report can be sorted by grade level or student alpha.

- **VCS Student Attendance Report**
  May be used to request a variety of attendance data by date or date range (see Appendix 5). The parameters of this report allow the user to select any attendance code(s), grade level(s), period(s) or student(s). The report can be sorted by grade level or student alpha.

- **VCS Substitute Teacher Attendance Roster**
  Displays a roster of students for a teacher’s courses, as well as attendance codes U and L.

Attendance Reports

- **Attendance Tracking Report**
  Displays all teachers required to take attendance that have not taken attendance. This report must be saved as part of the FTE compliance system for each of the 11 days of the survey attendance eligibility windows. Additional information for this report is distributed each survey period.
Attendance and Enrollment Reports – CrossPointe

There are many reports available from the information compiled from the enrollment and student attendance system. Attendance is posted nightly from Pinnacle to CrossPointe, therefore, reports from CrossPointe cannot be run until the following day. The types of reports are accessed as described below.

VCS Reports

A variety of VCS reports for attendance and enrollment are available when selecting from the menu bar at the top of a CrossPointe panel. Once VCS Reports & Downloads is opened, report categories are listed under the Main Menu. Some available reports from the Attendance and Enrollment category follow.

Attendance

- STD_C00114 - Secondary Attendance Bulletin
- STD_C00328 - Student Attendance Register

The student attendance register will include attendance data for every student for the entire 180-day year and the associated summer sessions. The register is part of the FTE compliance system, and must be certified for completeness and accuracy by the principal. Schools will receive notification in July with the detailed direction for requesting this register.

- STD_C00626 - Pinnacle Elementary Attendance Edit Report

The elementary attendance edit report identifies invalid Homeroom and period attendance coding as described under the Pinnacle Elementary Attendance Procedures.

Enrollment

Dropout and Withdrawal Code Reports should be requested throughout the school year for monitoring. Schools will receive notification with detailed directions for requesting these reports.

- STD_C00108 - Students With a ‘W01’ or ‘W02’ Withdrawal Code and No Records Following
- STD_C00109 - Students With a Withdrawal Code of ‘DNE’
- STD_C00111 - Dropouts Grade 9 or Above
- STD_C00112 - Truants Grades 08 and Below
- STD_C00394 - Dropouts With a Matching Record in the same/another district
- STD_C00402 - Dropouts With a Matching Record in another Community College

Batch Reports

A variety of attendance and enrollment reports are available for request when selecting reports from the menu bar at the top of the CrossPointe panel. Once opening reports, the options are listed by category. Directions for setting up a report request are included in Technology Services TAP - 005 How to Print CrossPointe Reports. A few samples of reports commonly used are listed below.

- S236 Absentee-Rosters - SB251 Module Absentee Roster-Missing Periods in Attendance (Appendix 6)
- S237 Verification Reports - SB53 Teachers Who Have Not Taken Attendance (Appendix 4)
- S250 Warnings - SB210 Excessive Absences (Appendix 7)
- S308 Enrollment – SB306 Entry/Withdrawal Activity
Contact Information and Resource Documents

Contacts

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Gina Kaloostian</th>
<th>(20072)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Assistance</td>
<td>Student Information &amp; Applications Support</td>
<td>(20000)</td>
</tr>
</tbody>
</table>

Student Accounting Services Website

Volusia County Home Page
VCS Intranet (lower left under Quick Links)
Departments
Under Technology Services / Student Accounting Services

School Board Attendance Policy 206 – Student Attendance Policy

Volusia County Home Page
School Board
School Board Policies
Board Docs
200 - Students/Pupils Policies
206 Student Attendance Policy

Compulsory Attendance Manual

Volusia County Home Page
Departments
Instructional Services
Exceptional Student Educational and Student Services
Student Services / School Social Services
Menu on left - Attendance
Under Compulsory School Attendance / Compulsory School Attendance Manual

Florida Attendance Statutes

http://www.leg.state.fl.us/statutes
TITLE XLVIII K-20 EDUCATION CODE
Chapter 1003 Part II: SCHOOL ATTENDANCE (ss. 1003.21-1003.29)

School Calendar

The 180 day 2014-2015 School Calendar (STD_C00293) is located under the Student Accounting Services website under attendance.
Appendix 1 – Attendance Coding Questions & Answers

1. Q: If a student will be absent for an extended period of time due to travel or a family emergency, and the school anticipates the student’s return, should the student be withdrawn or marked absent?

   A: A student should not be withdrawn if the school anticipates their return.

2. Q: If a student is suspended at the end of the school year for a number of days that exceed the last day of school, do the days of suspension continue at the beginning of the next school year?

   A: Yes, the days of suspension carry over to the following year until complete.

   Verify when the student is returning, and proceed with the following:

   • The student’s day one entry remains in the enrollment file.

   • The suspension code ($) would then be indicated on day one in the attendance system and continue for the remaining days of suspension. (This is an exception for adding an absence on the same day as a student’s entry).

   • It is important to be aware of the day the student returns to avoid marking the student incorrectly. Communication between the attendance specialist and the discipline office is important.

   • If the student’s enrollment changes prior to the start of the new school year, then the student would be withdrawn day one with withdrawal code ‘DNE’ followed by an update to the appropriate withdrawal code.

   • If notification is received during the suspension period of time that the student is withdrawing, record the withdrawal code on the day following the day the information was received.
Appendix 2 – Withdrawal Code Questions & Answers

1. **Q:** What withdrawal code should be used for a student that is under six (6) years old that no longer will be attending school?

   **A:** If a student will not attain the age of six by February 1 of the current school year, withdraw the student with W25, or, the appropriate code if transferring to another school. Withdrawal code ‘W25’ cannot be used for a student that turns six prior to February 1 of the current school year.

2. **Q:** If a student is enrolled in school, and later it was determined that he/she has a GED, how should the student be withdrawn?

   **A:** The student should not have been enrolled. The student is not eligible for funding. Delete all attendance and submit a request to the district to delete the student’s enrollment record.

3. **Q:** What code should be used for a student withdrawing to go to Job Core?

   **A:** W3A – If the student will be attending in the state of Florida. W3B – If the student will be attending out of state.

4. **Q:** When a student leaves a DJJ site and does not return to their home school as expected, who is responsible for investigating the student’s whereabouts?

   **A:** Following notification from the DJJ site to expect the student’s return, the home school should proceed with the process in place for a non-enrolled student.

5. **Q:** What withdrawal code should be used for a student withdrawing to attend a private school under the John M. McKay Scholarship school for Students with Disabilities Program or under the Corporate Tax Scholarship?

   **A:** W04 – Any PK-12 student who withdraws to attend a non-public school in- or out of state.

6. **Q:** What is the appropriate amount of time for updating a student’s withdrawal code?

   Example – a request for records is received in November for a student withdrawn with a DNE on the first day within the same school year.

   **A:** A withdrawal code should be updated whenever a records request is received or upon receiving notification of a student’s whereabouts regardless of the time passed.

7. **Q:** Can a student under 18 withdraw from school when they get married?

   **A:** Yes. Students over age 16 that do not intend to continue school because of getting married must still sign an ‘Intent to Terminate School Enrollment Form’ and be withdrawn with withdrawal code (W05). Once they are married, the parent’s signature is no longer required. Prior to withdrawing a student for this reason, the school should obtain a copy of the marriage certificate to accompany the Intent form to support the reason for not having the parent’s signature.
8. **Q:** Should a student receiving therapy only, who completes services prior to the end of the school year and will be returning the next school year, remain enrolled and be marked absent until the EOY?

   **A:** No, the student should be withdrawn the day following their last day of therapy. The student will be entered after the start of school with the date their therapy begins.
Appendix 3 – Entry/ Re-entry / PSL Coding Questions & Answers

1. Q: What entry code is used for students whose last school of enrollment was Home Education (N998)?
   
   A: Entry code E04- Any PK-12 student who is enrolling in a public school in this district after having been in home education in Florida.

2. Q: What entry code is used for students whose last school of enrollment was from a Scholarship School of Enrollment (3518)?
   
   A: Entry code E03- Any PK-12 student whose last school of enrollment was a private school in Florida.

3. Q: Can a student have more than one E—(Entry Code) in a single school year?
   
   A: Yes, if a student has left a school in the district and had an educational experience at a school outside of the district (E02), in a private school (E03), or coming from home school (E04), the appropriate code must be added upon their re-entry. A student cannot have more than one ‘E01’ entry record in a single year, or more than one or ‘E05’ in their enrollment history.

4. Q: What entry code is used for a student that withdrew to attend DSC and then returns to a Volusia public school within the same school year?
   
   A: R02 – Any PK-12 student who was received from another school in the same district.

5. Q: What entry code is used for a student that withdrew to attend DSC the prior year and then returns to a Volusia public school the next school year?
   
   A: E01 – Any PK-12 student who was enrolled in a public school in this district the previous school year.

6. Q: What entry code is used for a student whose prior year of school was at a Volusia private school in addition to receiving ESE services from a Volusia County public school?
   
   A: Entry code E03- Any PK-12 student whose last primary school of enrollment was a private school in Florida.

7. Q: If a student withdraws and then re-enters without having had any educational experience, what entry code and prior school location code should be used?
   
   A: Entry code R03- Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged. The PSL code would be district code (64).

8. Q: A PK student who has previously been in a private day care program enrolls in the district. What Entry Code should be assigned to the student?
   
   A: The student should be assigned an E05 code if the facility only provided childcare, but no instructional services, and the PSL should be (64).
9. Q: An entering Kindergarten student has previously been enrolled in a private PK program in the district. Should the student be assigned an E05 or an E03?

A: The student should be assigned an E03 code if the student had been receiving instructional services at the private facility. If the facility only provided childcare, but no instructional services, the student should be coded as an E05.

10. Q: What prior school status code is appropriate to report entering kindergarten students who were served in VPK in the previous year?

A: A kindergarten student who was enrolled in a district VPK program the previous school year should be coded E01; a student who was enrolled in a non-public VPK program the previous school year should be coded E03. A Kindergarten student who was previously in day care or has never attended should be coded as an E05.

11. Q: A PK or kindergarten student enrolls in the district who was previously enrolled years before as an infant in the Teenage Parent (TAP) program. What Entry Code should be assigned to the student?

A: The student should be assigned an E05 if this is the student’s first year in PK or kindergarten, and they did not receive instruction at a private school, the prior year to entering.

12. Q: An entering kindergarten student has been enrolled in a Head Start program in the district that is not administered by the school district. What Entry Code should be assigned to the student?

A: The student should be assigned an E01 code because Head Start programs are federally funded and thus considered “public schools”. Since the program is located in the same district, an E01 is the appropriate entry code.

13. Q: A PK student from Belize enters school for the first time in August. Should the student be assigned an E05 or an E09?

A: If the student was in the U.S. prior to June 1, then the student should be assigned an E05. If a new PK or kindergarten student enters the country on or after June 1 of the previous school year, the student should be coded an E09.

14. Q: A student is withdrawing from school due to non-attendance (W15) in November and re-enrolls in April in a different school in the same district without having attended any school in the interim. Should the student be assigned an R02 or an R03?

A: R03, because he was not expected to return to school in the district but did return without any intervening educational experience. The W22 withdrawal from the prior school should be updated to W02.
15. Q: What Entry Code should be assigned to a student at the beginning of the school year if that student attended school in the district for the first time during summer school?

A: The Entry Code should reflect the student's prior school/location for the previous 180 day school year. If the student was in a public school in another district or state/territory or commonwealth, then the student should be assigned an E02 or E2A accordingly. For VPK students that attended for the first time in the summer, and were coded E05, their new year entry code would be E01. A student can only be coded E05 once.
Appendix 4 – Teachers Who Have Not Taken Attendance
*Schools Using CrossPointe Attendance (SB253)*

The SB253 - Teachers Who Have Not Taken Attendance report displays all teachers required to take attendance that have not taken attendance. This report must be saved as part of the FTE compliance system for the 11 day attendance eligibility windows. Additional information for this report is distributed each survey period to the FTE Administrator.

**Sample Line 001-Elementary - Daily Attendance: Md Field - 01**

![Sample Line 001-Elementary - Daily Attendance: Md Field - 01](image1)

**Sample Line 002- Secondary Schools Using CrossPointe – Period Attendance: Md Field Blank**

![Sample Line 002- Secondary Schools Using CrossPointe – Period Attendance: Md Field Blank](image2)
**Schools Using PINNACLE – Attendance Tracking Report**

The Attendance Tracking report displays all teachers required to take attendance that have not taken attendance. This report must be saved as part of the FTE compliance system for the 11 day attendance eligibility windows. Additional information for this report is distributed each survey period to the FTE administrator.

To request the Attendance Tracking Report, select New Reports / Attendance / Attendance Tracking Report. Make this report a favorite by selecting the ⭐:

**Secondary Sample**

Select the Start and End Dates  
Reported Attendance: Must be Blank  
Hours: Check All Hours  
Select Print

**Elementary Sample**

Select the Start and End Dates  
Reported Attendance: Must be Blank  
Hours: All Hours Blank, Check Period 00(Y)  
Select Print

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Appendix 5 – Pinnacle VCS Student Attendance Report

Elementary – VCS Elementary Student Attendance Report

The ‘VCS Elementary Student Attendance’ report is located under administrative reports and can be used to identify students with a variety of conditions. A few examples with the parameter set up are listed below.

Student Attendance (All Day Absent):
- Students: Check All Students
- Begin Date: 08/26/2013
- End Date: 08/26/2013
- Grade Level: Blank for all Grade Levels
- Periods: 00
- Which Periods: Any
- Sort: Grade Level or Student Alpha

Student Attendance (All Day Field Trip):
- Students: Check All Students
- Begin Date: 08/26/2013
- End Date: 08/26/2013
- Attendance Codes: F
- Grade Level: Blank for all Grade Levels
- Periods: 01-07
- Which Periods: All
- Sort: Grade Level or Student Alpha

Student Attendance (Tardy/Late First Period):
- Students: Check All Students
- Begin Date: 08/26/2013
- End Date: 08/26/2013
- Attendance Codes: T, L
- Grade Level: Blank for all Grade Levels
- Periods: 01
- Which Periods: All
- Sort: Grade Level or Student Alpha

Student Attendance (All Attendance Activity):
- Students: Check All Students
- Begin Date: 09/18/2013
- End Date: 09/18/2013
- Attendance Codes: Leave blank
- Grade Level: Blank for all Grade Levels
- Periods: Blank for all periods
- Which Periods: Any
- Sort: Grade Level or Student Alpha

Student Attendance (Checkouts Period 07):
- Students: Check All Students
- Begin Date: 09/18/2013
- End Date: 09/18/2013
- Attendance Codes: B,C
- Grade Level: Blank for all Grade Levels
- Periods: 07
- Which Periods: All
- Sort: Grade Level or Student Alpha
Appendix 5 – Pinnacle VCS Student Attendance Report continued

Secondary – VCS Student Attendance Report

The ‘VCS Student Attendance’ report is located under administrative reports and can be used to identify students with a variety of conditions. A few examples with the parameter set up are listed below.

**Student Attendance (All Day Absent)**
- Students: Check All Students
- Begin Date: 08/26/2013
- End Date: 08/26/2013
- Grade Level: Blank for all Grade Levels
- Periods: Blank for all periods
- Which Periods: All
- Sort: Grade Level or Student Alpha

**Student Attendance (All Attendance Activity):**
- Students: Check All Students
- Begin Date: 09/18/2013
- End Date: 09/18/2013
- Attendance Codes: Leave blank
- Grade Level: Blank for all Grade Levels
- Periods: Blank for all periods
- Which Periods: Any
- Sort: Grade Level or Student Alpha

**Student Attendance (Checkouts Period 07):**
- Students: Check All Students
- Begin Date: 08/26/2013
- End Date: 08/26/2013
- Attendance Codes: B,C
- Grade Level: Blank for all Grade Levels
- Periods: 07
- Which Periods: All
- Sort: Grade Level or Student Alpha

**Student Attendance (Group Activity Period 03):**
- Students: Check All Students
- Begin Date: 09/18/2013
- End Date: 09/18/2013
- Attendance Codes: G
- Grade Level: Blank for all Grade Levels
- Periods: 03
- Which Periods: All
- Sort: Grade Level or Student Alpha

**Student Attendance (Tardy/Late First Period):**
- Students: Check All Students
- Begin Date: 08/26/2013
- End Date: 08/26/2013
- Attendance Codes: T, L
- Grade Level: Blank for all Grade Levels
- Periods: 01
- Which Periods: All
- Sort: Grade Level or Student Alpha

**Student Attendance (All Student Suspensions):**
- Students: Check All Students
- Begin Date: 09/27/2013
- End Date: 09/27/2013
- Attendance Codes: S
- Grade Level: Blank for all Grade Levels
- Periods: Blank for all periods
- Which Periods: All
- Sort: Grade Level or Student Alpha
Appendix 6 – Students With Missing Periods in Attendance Report

The students with missing periods in attendance report (SB251 Module Absentee Roster) can be requested using launch panel S236. Absentee – Rosters. The launch panel set up example follows. For direction on how to print reports from a CrossPointe launch panel, refer to Technology Services TAP RPT – 005 How to Print CrossPointe Reports.

Examples of conditions that may be ignored:

• Missing periods for a student that has arrived tardy.
  1 2 3 4 5 6 7
  ET

• Missing periods for a student that has arrived late and is marked absent for a couple periods.
  1 2 3 4 5 6 7
  UL U

• Missing period for a student with a Volusia Virtual Part Time course. Attendance for these courses are posted at a later date.
  1 2 3 4 5 6 7
  UU UUUU
Appendix 7 – Students With Perfect Attendance Report

The students with perfect attendance report (SB210 Excessive Absences Report) can be requested using launch panel S250 Warnings. The launch panel set up example follows. For direction on setting up a request from a launch panel, refer to Technology Services TAP RPT – 005 How to Print Crosspointe Reports.

- To request a specific grading period, the From date (Fr) and (To) date would be adjusted accordingly.
- To include students without any tardies or lates in the official daily field, add codes (LT) to the Absence Codes box.
- Students with checkouts will be included in the perfect attendance report. To identify students with perfect attendance and no checkouts, run the perfect attendance report and for each student listed, review the student’s attendance on S244 Absence Detail for checkouts in any periods.
### S313. Demographics / Enrollment

<table>
<thead>
<tr>
<th>If Prior School Location Is:</th>
<th>Transfer From</th>
<th>Prior District</th>
<th>State</th>
<th>Country</th>
<th>Entry Code</th>
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</thead>
<tbody>
<tr>
<td>Public School in Volusia County</td>
<td>1 -Volusia County Public School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>E01</td>
</tr>
<tr>
<td>Public School in another Florida County</td>
<td>8 -Out of District Public School</td>
<td>*</td>
<td>FL</td>
<td>US</td>
<td>E02</td>
</tr>
<tr>
<td>Public School - Florida Virtual School Full Time (FLVS FT)</td>
<td>8 -Out of District Public School</td>
<td>71</td>
<td>FL</td>
<td>US</td>
<td>E02</td>
</tr>
<tr>
<td>Public School in another state or a US Commonwealth/territory</td>
<td>8 -Out of District Public School</td>
<td>**</td>
<td>US</td>
<td>E02</td>
<td>E2A</td>
</tr>
<tr>
<td>Private School in Volusia County</td>
<td>2 -Volusia County Private School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>E03</td>
</tr>
<tr>
<td>Private School in another Florida County</td>
<td>7 -Out of District Private School</td>
<td>*</td>
<td>FL</td>
<td>US</td>
<td>E03</td>
</tr>
<tr>
<td>Private School in another state or a US Commonwealth/territory</td>
<td>7 -Out of District Private School</td>
<td>99</td>
<td>**</td>
<td>US</td>
<td>E3A</td>
</tr>
<tr>
<td>Home School and/or FLVS Franchise in Volusia County</td>
<td>3 -Volusia County Home School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>E04</td>
</tr>
<tr>
<td>Home School and/or FLVS Franchise in another Florida County</td>
<td>9 -Out of District Home School</td>
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<td>FL</td>
<td>US</td>
<td>E04</td>
</tr>
<tr>
<td>Home School in another state or a US Commonwealth/territory</td>
<td>9 -Out of District Home School</td>
<td>**</td>
<td>US</td>
<td>E04</td>
<td>E4A</td>
</tr>
<tr>
<td>Out of Country (Excluding US Commonwealth &amp; Territories**)</td>
<td>A -Out of United States</td>
<td>99</td>
<td>ZZ</td>
<td>***</td>
<td>E09</td>
</tr>
<tr>
<td>Community College in Volusia County - DSC</td>
<td>1 -Volusia County Public School</td>
<td>64</td>
<td>FL</td>
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<td>E01</td>
</tr>
<tr>
<td>Community College outside Volusia County</td>
<td>8 -Out of District Public School</td>
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<td>FL</td>
<td>US</td>
<td>E02</td>
</tr>
<tr>
<td>No prior year educational experience</td>
<td>6 -First Time Entry</td>
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<td>US</td>
<td>E05</td>
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<tr>
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<td>6 -First Time Entry</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>E05</td>
</tr>
<tr>
<td>Prior year private VPK, PK with instruction in Volusia County</td>
<td>2 -Volusia County Private School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>E03</td>
</tr>
<tr>
<td>Prior year private VPK, PK with instruction in another FL County</td>
<td>7 -Out of District Private School</td>
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<td>FL</td>
<td>US</td>
<td>E03</td>
</tr>
<tr>
<td>Prior year private PK with instruction outside Florida</td>
<td>7 -Out of District Private School</td>
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<td>E3A</td>
</tr>
<tr>
<td>Prior year private PK w/o instruction (daycare) in Volusia County</td>
<td>6 -First Time Entry</td>
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<td>US</td>
<td>E05</td>
</tr>
<tr>
<td>Prior year public PK ESE Therapy Services Only in Volusia County</td>
<td>1 -Volusia County Public School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>E01</td>
</tr>
<tr>
<td>Prior year public PK, PK ESE, or PK TAP in Volusia County</td>
<td>1 -Volusia County Public School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>E01</td>
</tr>
<tr>
<td>Prior year public PK, PK ESE, or PK TAP in another FL County</td>
<td>8 -Out of District Public School</td>
<td>*</td>
<td>FL</td>
<td>US</td>
<td>E02</td>
</tr>
<tr>
<td>Prior year public PK, PK ESE, or PK TAP outside Florida</td>
<td>8 -Out of District Public School</td>
<td>99</td>
<td>**</td>
<td>US</td>
<td>E2A</td>
</tr>
<tr>
<td>Prior year Head Start in Volusia County</td>
<td>1 -Volusia County Public School</td>
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<td>US</td>
<td>E01</td>
</tr>
<tr>
<td>Prior year Head Start in another FL County</td>
<td>8 -Out of District Public School</td>
<td>*</td>
<td>FL</td>
<td>US</td>
<td>E02</td>
</tr>
<tr>
<td>Prior year Head Start in another state or US Commonwealth/territory</td>
<td>8 -Out of District Public School</td>
<td>**</td>
<td>US</td>
<td>E02</td>
<td>E2A</td>
</tr>
<tr>
<td>Same Volusia Public School - changing grade or section</td>
<td>1 -Volusia County Public School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>R01</td>
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<tr>
<td>Same Volusia Public School - including entering a summer program</td>
<td>1 -Volusia County Public School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>R01</td>
</tr>
<tr>
<td>Another Volusia Public School - including entering a summer program</td>
<td>1 -Volusia County Public School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>R02</td>
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<td>Volusia Public School-unexpected re-entry w/ no intervening education</td>
<td>1 -Volusia County Public School</td>
<td>64</td>
<td>FL</td>
<td>US</td>
<td>R03</td>
</tr>
</tbody>
</table>

See Instruction for Enrolling Students Manual

* District Table Appendix

** State/US Commonwealth/Territories Appendices

*** Country Appendix