

Series 5000 – STUDENTS

**Policy 5113.11**

**Attendance Supervision**

The County Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of Solano County Office of Education (SCOE) students and provide direction, as needed, to the district supervisors of attendance. (Education Code [E.C.] sections 48240, 48242)

Likewise, the governing board of each school district shall appoint a supervisor of attendance, and assistant supervisor(s) as necessary. Although the County Board does not approve the appointments, the County Superintendent or designee shall ensure that any person appointed as an attendance supervisor, for SCOE and the districts, has been certificated for the work by the County Board of Education. (E.C. §§48241, 48245) In any district or districts with an average daily attendance of 1,000 or more school children, according to the annual school report of the last preceding school year, no district supervisor of attendance shall be appointed, unless he has been lawfully certificated for the work by the county board of education. (E.C. §48245)

Attendance supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (E.C. §48240)

The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following: (E.C. §48240)

1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance.
2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy.
3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion.
4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions.
5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates.

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (E.C. §48240)

1. A conference between school personnel, the student's parent/guardian, and the student
2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics
3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance
4. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling

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5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services
6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and their parents/guardians or caregivers
7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management
8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973
9. Referral of the student to a school attendance review board established pursuant to E.C. §48321 or to the probation department pursuant to E.C. §48263
10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to E.C. §48260.6

The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in E.C. §52052, rates of school attendance, chronic absence in which students are absent on 10 percent or more of the school days in the school year, and dropout.

Legal Reference:

EDUCATION CODE

- 1740 Employment of personnel to supervise attendance
- 37223 Weekend classes
- 46000 Records (attendance)
- 46010-46014 Absences
- 46110-46119 Attendance in kindergarten and elementary schools
- 46140-46147 Attendance in junior high and high schools
- 48200-48208 Children ages 6-18 (compulsory full-time attendance)
- 48240-48246 Supervisors of attendance
- 48260-48273 Truants
- 48290-48297 Failure to comply; complaints against parents
- 48320-48325 School attendance review boards
- 48340-48341 Improvement of student attendance
- 48400-48403 Compulsory continuation education
- 52060-52077 Local control and accountability plan
- 60901 Chronic absence

PENAL CODE

- 270.1 Chronic truancy; parent/guardian misdemeanor

WELFARE AND INSTITUTIONS CODE

- 601-601.4 Habitually truant minors
- 11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

Policy Cross-Reference:

0420 School Plans/Site Councils

0460 Local Control and Accountability Plan

0500 Accountability

1020 Youth Services

5113 Absences and Excuses

5113.1 Chronic Absence and Truancy

5113.2 Work Permits

5144.1 Suspension and Expulsion/Due Process

5144.2 Suspension and Expulsion/Due Process (Students with Disabilities)

6142.4 Service Learning/Community Service Classes

6145 Extracurricular and Cocurricular Activities

6159 Individualized Education Program

6164.6 Identification and Education Under Section 504

6173 Education for Homeless Children

6173.1 Education for Foster Youth