<table>
<thead>
<tr>
<th>Reason</th>
<th>Voluntary</th>
<th>ADA Eligible</th>
<th>Absence code being made up</th>
<th>Attendance staff to post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline</td>
<td>No</td>
<td>No</td>
<td>none</td>
<td>No</td>
</tr>
<tr>
<td>- Tardy / Excessive Tardy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Alternative to Suspension</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absence Make Up (requested in writing by parent)</td>
<td>Yes</td>
<td>Yes</td>
<td>All Day</td>
<td>C, E, F, G, N, R, V, X, Y</td>
</tr>
<tr>
<td>Truancy¹</td>
<td>No</td>
<td>Yes</td>
<td>All Day</td>
<td>C, X, Y</td>
</tr>
</tbody>
</table>

¹ A truant is a student missing more than 30 minutes of instruction without a valid excuse on three or more days during the school year. Only a truant can be required to attend Saturday School to receive ADA.
The following steps describe the standard operating procedures for Saturday School.

1. To be completed by Administrator and Staff before Saturday School:
   - Administrator assigns students to Saturday School and Staff completes the columns: STUDENT NAME, STUDENT ID, GRADE, PHONE, and ELIGIBLE FOR ADA?
   - If reason is Discipline, Alternative to Suspension, or Tardy (Excessive Tardies), then ELIGIBLE FOR ADA? must be No.
   - If reason is Truancy or Absence Make Up then ELIGIBLE FOR ADA? will be Yes.
   - Absence make up is by written request only from the parent requesting Saturday School to make up a given date. The School must keep the request with the attendance records for the proper retention period. Attendance will staple copy of parent request to Saturday School Attendance Register and file original request with student's attendance records.

2. To be completed on Saturday:
   - Students in attendance will sign their name in the appropriate column.
   - Administrator and Teacher will sign the register.
   - The register will be sent to Site Attendance personnel.

3. To be completed by Site Attendance personnel (after Saturday School):
   - For each student whose Saturday School attendance was identified as "ELIGIBLE FOR ADA? No": place a N/A in the columns: DATE OF ABSENCE BEING MADE UP, ABSENCE CODE BEING MADE UP, and ATTENDANCE POSTED.
   - For each student whose Saturday School attendance was identified as "ELIGIBLE FOR ADA? Yes": search student attendance history for an all day absence of a usable code. (Please give preference to dates within the P-2 academic year.) For each student whose Saturday School attendance was determined as eligible for ADA, place a N/A in the columns: DATE OF ABSENCE BEING MADE UP, ABSENCE CODE BEING MADE UP, and ATTENDANCE POSTED.
   - For each student whose Saturday School attendance was determined as ELIGIBLE FOR ADA? No: place a N/A in the columns: DATE OF ABSENCE BEING MADE UP, ABSENCE CODE BEING MADE UP, and ATTENDANCE POSTED.
   - For each student whose Saturday School attendance was determined as ELIGIBLE FOR ADA? Yes: search student attendance history for an all day absence of a usable code. (Please give preference to dates within the P-2 academic year.) For each student whose Saturday School attendance was determined as eligible for ADA, place a N/A in the columns: DATE OF ABSENCE BEING MADE UP, ABSENCE CODE BEING MADE UP, and ATTENDANCE POSTED.
   - If an all day absence code is available:
     - Complete the following columns: DATE OF ALL DAY ABSENCE BEING MADE UP, ABSENCE CODE BEING MADE UP.
     - In Zangle Student Attendance History: Replace first period of the all day absence code with the M code. When there is no first period bearing absence code with the M code, then enter the all day absence code with the M code. When there is no first period bearing absence code with the M code, then enter the all day absence code with the M code.
     - If the DATE OF ALL DAY ABSENCE BEING MADE UP is in a previous ADA month which has been finalized and reported to District Attendance, then Attendance will complete a correction sheet and place it in the monthly reconciliation folder.

Any Questions, please call District Attendance at 916-971-7609 or 7610.

Last updated 2/12/10 by DG:

KJK

SATURDAY SCHOOL PROCEDURES