

Students

AR 5113.11 (a)

Attendance Supervision

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240)

The Superintendent or designee shall ensure that any person appointed as an attendance supervisor has been certificated for the work by the County Board of Education. (Education Code 48241, 48245)

Such 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. (Education Code 48240)

(cf. [5112.1](#) - Exemptions from Attendance)

(cf. [5113](#) - Absences and Excuses)

(cf. [5113.1](#) - Chronic Absence and Truancy)

(cf. [5113.2](#) - Work Permits)

(cf. [6184](#) - Continuation Education)

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: (Education Code 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

(cf. [5146](#) - Married/Pregnant/Parenting Students)

(cf. [6173](#) - Education for Homeless Children)

(cf. [6173.1](#) - Education for Foster Youth)

(cf. [6173.2](#) - Education of Children of Military Families)

(cf. [6175](#) - Migrant Education Program)

3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions

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AR 5113.11 (b)

Attendance Supervision

5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

(cf. 0500 - Accountability)

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 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

(cf. [6142.4](#) - Service Learning/Community Service Classes)

(cf. [6142.6](#) - Visual and Performing Arts)

(cf. [6145](#) - Extracurricular and Cocurricular Activities)

(cf. [6145.2](#) - Athletic Competition)

3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance

(cf. 5126 - Awards for Achievement)

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

(cf. [5141.6](#) - School Health Services)

(cf. [6164.2](#) - Guidance/Counseling Services)

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

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

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 his/her parents/guardians or caregivers

(cf. 6164.5 - Student Success Teams)

7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management

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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

(cf. [6159](#) - Individualized Education Program)

(cf. [6164.6](#) - Identification and Education Under Section 504)

9. Referral of the student to a school attendance review board established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263

(cf. 5113.12 - District School Attendance Review Board)

10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6

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

(cf. 5147 - Dropout Prevention)

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AR 5113.11 (d)

Attendance Supervision

Legal Reference:

EDUCATION CODE

[1740](#) *Employment of personnel to supervise attendance (county superintendent)*

[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*

[52052](#) *Accountability; numerically significant student subgroups*

[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*

10/17

Regulation

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SAUGUS UNION SCHOOL DISTRICT

Santa Clarita, California