



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** Attendance Accounting and Documentation for Extended Day Programs in Secondary Schools

**NUMBER:** REF-6209.0

**ISSUER:** Donna Muncey, Chief of Intensive Support and Intervention  
 Office of the Superintendent  
 Alvaro Cortés, Executive Director  
 Beyond the Bell Branch

**ROUTING**  
 Instructional Area Superintendents  
 ESC Instructional Directors  
 Administrators of Operations  
 K-12 Counseling Coordinators  
 Secondary Principals  
 Secondary Assistant Principals  
 School Admin. Assistants  
 School Coordinators  
 Secondary SIS Coordinators  
 Secondary School Counselors

**DATE:** January 21, 2014

**PURPOSE:** The purpose of this Reference Guide is to inform schools of attendance taking procedures and documentation for hourly extended day programs in secondary schools including Core Waiver Extended Learning Opportunities and locally designed intervention programs. The attendance procedures insure proper documentation for state and federal compliance, audits, and accountability.

**MAJOR CHANGES:** This Reference Guide replaces REF-5144.2 dated February 17, 2012. The major differences include changes to the procedures and forms, submission of the statistical to the Beyond the Beyond the Bell Branch, and forms to be kept for five years.

**INSTRUCTIONS:** BACKGROUND

Secondary schools participating in extended day programs including Core Waiver Extended Learning Opportunities and locally designed programs are to follow the procedures and documentation described in this reference guide. It is the school’s responsibility to provide accurate attendance and statistical reports for compliance and accounting purposes.

**I. SCHOOL RESPONSIBILITIES**

Attendance must be monitored and recorded using the Beyond the Bell (BTB) Attendance Register. The register is available on the BTB website in the “E-Library” under Academic Intervention Programs tab ([btb.lausd.net](http://btb.lausd.net)). The step-by-step procedures for attendance accounting and documentation are provided in Attachment A. Note: Attendance for extended day programs is not entered in the Secondary Student Information System (SSIS/ISIS). However, schools must enter intervention data for each secondary student in ID17 of SSIS

Class meeting dates, days, start and end times must be identified on each teacher Attendance Register. “Break time” is not counted as instructional time. Attendance forms must be signed and dated.

The following documents must be maintained at your school site for five years:

- Intent to Offer
- Teacher Attendance Register



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- Hard copy of the Statistical Report signed by the Principal

### II. DOCUMENTS

Follow the directions in Attachment A to complete the documents correctly.

#### A. Attendance Register

The Secondary Intervention Attendance Register form (Attachment A-1) is used by teachers to take attendance. Instructions for creating the attendance register are found in Attachment A. Remember to fill out the top portion completely, enter the “time values” and dates the class is meeting, Secondary Intervention Attendance Register Form Example (Attachment A-2).

#### B. Core Waiver Extended Learning Opportunities Schools

A preliminary statistical report (Attachment A-3) after the 6<sup>th</sup> hour of a Core Waiver Extended Learning Opportunities intervention session is required. The report is to be mailed to the Beyond the Bell Branch Academic Intervention office.

#### C. Final Statistical Report

A final statistical report (Attachment A-4) is required within 5 days of the end of the intervention session. The report is to be mailed to the Beyond the Bell Branch Academic Intervention office. As hard copy signed by the principal should be maintained at the school site.

#### D. Secondary SIS ID17

School sites must record the intervention in SSIS ID17 for each student that attended any portion of the intervention based on the information provided in the school statistical report. This report is used to identify students who are receiving needed services to address student needs.

### III. TEACHER RESPONSIBILITIES

#### A. Attendance Registers

1. Take attendance after each time block that a class is in session.
2. If a student is not listed, print the name and the corresponding information of each student on the Attendance Register in the space provided.

#### B. Marking Attendance

1. Place an “E” in the time block representing the first day a student attends the intervention. Draw a line from the session start date to the “E”. This will represent the days not enrolled.
2. Report students present by leaving the block “blank”. Do not mark a block if a student is present.
3. A student is considered present for a scheduled hour if he/she is present for



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- any part of the scheduled hour.
  4. Place a “—” in the appropriate block when a student is absent.
  5. Do not mark “tardies”.
  6. At the end of each intervention session, turn in the Attendance Register to program coordinator.
- C. Credit (High Schools Only)
1. Title I and Title III funds may not be used for extended day program courses that offer credit or prepare students for the California High School Exit Exam (CAHSEE).
  2. In order to provide course credit as part of an extended day program, high schools must assure the following:
    - a. Course must have an approved course number
    - b. Teacher must be a highly qualified credentialed teacher in the subject of the course
    - c. Course must be at least 60 hours
    - d. Principal must approve the course offering
    - e. Mid-term and failure notices are required.
- D. Closing the Register
1. At the end of the intervention session, enter the total hours of attendance for each student under the column labeled “Hours”.
  2. For high school students only: Determine if students qualify for credit. See Section III, C above.
  3. Sign, date and number each Attendance Register sheet and return to the program coordinator.
  4. Teachers complete the following at the end of each Extended Day Program session:
    - a. Attendance Registers
    - b. Participation Reports – See [REF-6025.1 Guidance for Locally Designed and Funded Intervention Programs, January 21, 2014](#).

### IV. SCHOOL RESPONSIBILITIES

- A. Document Security and Closing Procedures
1. Attendance registers are official attendance documents and must be filed at the school site at the end of each session.
  2. Collect the following from teachers at the end of each Extended Day Program session and file along with the hard copy of the signed Electronic Statistical (see IV, 4 below):
    - a. Attendance Registers
    - b. Standards-Based Intervention Log - See [REF-6025.1 Guidance for Locally Designed and Funded Intervention Programs, January 21, 2014](#)
    - c. Participation Reports – See [REF-6025.1 Guidance for Locally Designed and Funded Intervention Programs, January 21, 2014](#).
  3. Process the following:
    - a. Submit credits (for High School students only) to the APSCS for entry in the SIS electronic cumulative record (program TR01) by the credit



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- clerk and hand entry in the cumulative record folder.
  - b. Enter all missing information into the Student List and prepare the Statistical Report with the correct heading sequence.
  - c. Within five days of the end of the Extended Day Program session, mail the CD which contains the statistical report to the Beyond the Bell Branch Academic Intervention office.
  - d. Enter intervention data for each student who attended any portion of the intervention into Secondary SIS, ID17 (Attachment A).
4. At the end of the session, a hard copy of the Electronic Statistical report is signed and dated by the principal or his/her designee and filed along with the other documents listed on page 2. The attendance records must be available to authorized personnel at any time for inspection or audit purposes. Attendance records are saved at the school site for five years.

### **RELATED RESOURCES:**

The following attachments will assist school personnel:

- A - Attendance Accounting and Documentation Procedures
- A-1 - Secondary Intervention Attendance Register Form
- A-2 - Secondary Intervention Attendance Register Form Example
- A-3 - Preliminary Statistical Report Example
- A-4 - Final Statistical Report Example

See [REF-6025.1 Guidance for Locally Designed and Funded Intervention Programs, January 21, 2014](#).

The Beyond the Bell website, [btb.lausd.net](http://btb.lausd.net), contains links to downloadable forms.

### **ASSISTANCE:**

For assistance please contact the following offices:

- Extended day programs implementation, contact Beyond the Bell Branch Academic Unit at (213) 241-7900.
- Secondary SIS, call (213) 241-4850.

## Attendance Accounting and Documentation Procedures

### Program Coordinator Responsibilities

#### A. Create an Intervention Database using Secondary SIS

**Step 1** Using the SIS ID01 screen, flag the students in one of the "Local Use" fields reserved for school use. (fields 251 through 260).

Some of the fields may already be in use. Select one that is not being used and mark the selected students with a letter that represents the intervention, i.e. "C" for CORE Waiver. Ask your Head Counselor which fields are available if you don't know. *You can use a different identifier if you wish. It is a temporary flag.*

```

ID01 SMITH, ANDY          Birth 12/07/87          Rec Room 31  Rec Nr 5054
School 1941 Gr 12A SpAttCat S %Aprn 100%      EnrStatus Active

201) Next School
    Year-End Flag
210) EC49079          Date
212) Records Requested No Dt
    by
213) Sprintel Call    Yes
214) Younger Sibling
215) Migrant
216) Homeless
217) Directory Info  Yes
219) Counselor
    SCHOOL PROGRAMS
221) U IWEN
222) S Title I
223)
224)
225)
227) Parent Ed Lvl
228) First LAUSD E Dt 11/05/01

231) Career Pathways
232) Schl Meal Pgm
234) American Indian I
    108) Ethnicity 4 H
236) 2nd Ethnicity
238) AM Rte 1354 Trip 01 Stop 60
241) PM Rte 1354 Trip 04 Stop 50
245) Electra Patron Nr
246) Internet Access Allowed
    LOCAL USE
251) L#1
252) L#2
253) L#3
254) L#4
255) L#5
256) L#6
257) L#7
258) L#8
259) L#9
260) L#10 R C
270) Mobility: School 10 District 10

Search Alpha/Rec Tab To ___ New <-Page-> <--Stu--> Help Exit Erase
<F1> <F2> <F3> <F4> <F5><F6> <F7> <F8> <F9> <Esc> <Ctrl R>
    
```

**Step 2** Once you have flagged all participating students, you need to download their personal information into an *Excel formatted file* using the SIS ID98,3 screen.

At the SIS menu, type ID98,3 and <enter>. You should see the following screen:

```

ID98, 3

1 Select which students are to be included based on enrollment status.
1=Active, 2=Inactive, 3=Left on Date, 4=1thru3,
5=Never Enrolled, 6=Withdrawn, 7=No Show, 8=5thru7, 9=Future Enr.

100705 Effective date for enrollment and attendance checking.

Bypass Criterion                               Exit
<F2>                                           <Esc>
    
```

**Step 3** Type #1 on the above screen to select active students and <enter> to accept the date. You should see the following screen.

```

ID98,3
# Field Name          # Field Name          # Field Name
101 Student Name      108 Ethnicity         123 Par/Guard Relat
102 Rec#              235 Asian/PI SubEth  124 Home Address
103 Nickname          109 1st US Enroll    125 Home Zip Code
104 Birthdate         111 Enroll Status    126 Home Area Code
105 Birth Verif       112 ID Districtwide  127 Home Phone
106 Birth Region      121 Parent Name      128 Prev Address
107 Sex               122 ParTitle         129 PrevZipCode

STUDENT
SELECTION:      260 = C

SORT SELECTION:  ---  ---  ---  ---
  
```

**Step 4** Type 260 = "C" (for CORE Waiver or other appropriate selection) to select the students in your program. Press <Enter> at sort selection to accept alphabetical order as a default.

**Step 5** Choose <F4> on the screen below.

```

                Selection?
                <F3> Use Stored Data Format
                <F4> Create New Data Format
  
```

**Step 6** Title your report, i.e. "CORE Waiver".

```

                Data Format Title ?
                "CORE Waiver Session 1" ← You can use any name.
  
```

Press the <Enter> key. The following screen should appear:

```

ID98,3
Nr Field Name      Size  Nr Field Name      Size  Nr Field Name      Size
101 Student Name  (24) 123 Par/Guard Relat (15) 144 Special Attend (15)
102 Rec#          (04) 124 Home Address   (24) 145 %Aprn           (03)
103 Nickname      (07) 125 HmZi pCode    (05) 146 RecRoom         (04)
104 Birthdate     (08) 126 Home AC/Phone (13) 147 Ent E Cd        (02)
105 Birth Verif   (12) 128 Prev Address   (24) 148 Prev Sch Code   (04)
106 Birth Region  (15) 129 PrevZi pCode  (05) 149 SchRes Loc Code (04)
107 Sex           (01) 130 Home City     (15) 150 Attend Permit   (15)
108 Ethnicity     (02) 131 L#11 Local Use (30) 151 Permit Date     (08)
235 API Asian/PIsl (01) 132 L#12 Local Use (07) 152 Transportation  (15)
109 1st US Enroll (08) 133 L#13 Local Use (01) 153 Dist Assign     (15)
111 Enroll Status (15) 140 SLC           (03) 154 PmtGrp          (03)
112 ID DistrictWide (10) 141 Grade         (02) 155 TransID         (07)
121 Parent Name   (19) 142 Track         (01) 156 Mail Address    (24)
122 ParTitle      (08) 143 School Attend (15) 157 MailZi pCode    (05)
  
```

```

ITEM SELECTION: 101 112 141
  
```

At the Item Selection prompt, enter the following fields in this exact order:

**101 112 141**

**Step 7** Press <F2> to proceed. The selected items will appear on the screen. If they are correct choose <F1> (Make Data File).

```
The Items Selected Are:

          101 Student Name      (24)
          112 ID DistrictWide  (10)
          141 Grade             (02)

<F1> Make Data File          <F4> Create New Format
<F6> Store Data Format        <Esc> Exit
```

**Step 8** Choose <F3> **Delimited with Tabs** on the Select file type screen.

```
ID98, 3
CORE Waiver

Select file type:
<F1> Delimited with commas and quotes
<F2> Delimited with commas
<F3> Delimited with tabs
```

**Step 9** Enter output pathname. (Identify where you want the new excel file to be saved:  
C: will save to your hard drive)

The example file on the right will place the file somewhere on your computers C: drive with the name of:

```
ID98, 3
CORE Waiver

Enter output pathname
C: CIIP Session 1.XLS
or press <F1> for C:\SDS\ST3\WID98
```

**CORE Waiver Session 1.XLS**. The extension XLS will save the file as an excel file.

The file has now been transferred to your C: drive as an excel file and will look like the example to the right when opened.

Depending on your computer and its directory structure, you may have to perform a "Search" for your file. To do so, using your windows search feature, type \*.xls (search for all excel files.) You should see your saved TRANSITION Session 1 file in the results list.

**Step 10** Open the Excel file and add the following columns:

**A) Program, B) Subject; C) Start Date; D) End Date; and E) Total Hours**

This will become the Statistical Report.

| Last Name | First Name | Student ID    | Grade | Program  | Subject  | Start Date | End Date | Total Hours |
|-----------|------------|---------------|-------|----------|----------|------------|----------|-------------|
| STUDENT 1 | STUDENT 1  | 100081988F000 | 9     |          |          |            |          |             |
| STUDENT 2 | STUDENT 2  | 100081988M001 | 10    |          |          |            |          |             |
| STUDENT 3 | STUDENT 3  | 100081988F002 | 10    | <b>A</b> | <b>B</b> | <b>C</b>   | <b>D</b> | <b>E</b>    |
| STUDENT 4 | STUDENT 4  | 100081988F003 | 11    |          |          |            |          |             |
| STUDENT 5 | STUDENT 5  | 100081988M004 | 12    |          |          |            |          |             |
| STUDENT 6 | STUDENT 6  | 100081988M005 | 10    |          |          |            |          |             |

**Step 11** Fill in student data in the columns identified

- A. Program - Specify funding source, i.e. CORE Waiver, Title I, Title III, Grant, etc.
- B. Subject - Specify subject code: English Language Arts = L; ESL = Z; Math = M; S = Science; SS Social Science
- C. Start date – Date the session started
- D. End date – Date the session ended
- E. Total hours – Total hours that the student attended
- F. Pre-test – This space can be used to report pre-test scores
- G. Post-test – This space can be used to report post-test scores

## B. Prepare the Attendance Register Forms

### Secondary Intervention Attendance Register

|  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
|--|---------------|---|------------|---|--|--|--|--|--|--|--|--|--|--|-------|--------------------|
| School:  |               | Dates: From _____ To _____  |            | Teacher:  |  |  |  |  |  |  |  |  |  |  |       |                    |
| Loc. Code:   |               | Schedule: <b>M</b> <b>T</b> <b>W</b> <b>Th</b> <b>F</b> <b>Saturday</b><br><small>(Circle All That Apply)</small> |            | Program:  |  |  |  |  |  |  |  |  |  |  |       |                    |
| ESC:   |               | Hours/Day: Start Time: _____ End Time: _____  |            | Subject: _____ Curriculum: _____  |  |  |  |  |  |  |  |  |  |  |       |                    |
| Student Information<br>(Use District 10 digit ID number) |               | Grade   | Time Value | DATE (In the rows below, please indicate the dates when your class is meeting) <sup>1</sup> |  |  |  |  |  |  |  |  |  |  | Hours | Marks <sup>2</sup> |
| Student Name   | District ID # |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 1  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 2  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 3  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 4  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 5  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 6  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 7  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 8  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 9  |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 10   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 11   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 12   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 13   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 14   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 15   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 16   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 17   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 18   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 19   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |
| 20   |               |   |            |   |  |  |  |  |  |  |  |  |  |  |       |                    |

I certify that, to the best of my knowledge and belief, the hours are true and accurate, and reflect only actual instructional time and do not include break or passing time.

**DISTRIBUTIONS:**  
Original: \_\_\_\_\_ KEEP IN SCHOOL FILE FOR AUDITING PURPOSES

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

<sup>1</sup> "E" in students on the first day of attendance. Put a "-" in the appropriate time block for each full/complete time block that a student is absent.  
<sup>2</sup> Marks: High Schools only if intervention qualifies for credit. REMINDER: Title I and Title III funds may not be used for courses that provide credit or CAHSEE preparation.



**IMPORTANT:** Do the following *BEFORE* distributing to teachers:

**Step 1**

Complete the top portion of the sample register (See Attachment A-3)

|           |                             |             |                     |             |                          |             |                 |
|-----------|-----------------------------|-------------|---------------------|-------------|--------------------------|-------------|-----------------|
| School:   | Beyond the Bell High School | Dates:      | From 2/24/2014      | To 4/4/2014 | Teacher:                 | Sandoval    |                 |
| Loc Code: | 1526                        | Schedule:   | M T W Th F Saturday | Program:    | CORE Waiver Intervention |             |                 |
| ESC:      | ISIC                        | Class Hour: | 1.5                 | Start Time: | 3:00 PM                  | End Time:   | 4:30 PM         |
|           |                             |             |                     | Subject:    | Math                     | Curriculum: | School Designed |

- |                               |  |                      |
|-------------------------------|--|----------------------|
| 1. School Name                | 4. Class Start and End Times<br>(include Break schedule) | 7. Teacher Name      |
| 2. School Location Code       | 5. Scheduled days of the week                            | 8. Program Fund Name |
| 3. Educational Service Center | 6. Hours per day   | 9. Subject           |
|                               |  | 10. Curriculum       |

**Step 2**

Identify the **Time Values** for each hour of instruction.  
(see the Time Conversion Chart)

**Time Conversion Chart**

| Time Format | Decimal Format |
|-------------|----------------|
| 10 mins     | .17            |
| 15 mins.    | .25            |
| 20 mins.    | .33            |
| 30 mins.    | .50            |
| 40 mins.    | .66            |
| 45 mins.    | .75            |
| 50 mins.    | .83            |
| 1 hour      | 1.00           |

| Student Information<br>(Use District 10 digit ID number) |               |              | Grade | Time Value | DATE (In the rows below, please indicate) |      |      |      |      |     |     |     |     |     |      |
|--|---------------|--------------|-------|------------|---|------|------|------|------|-----|-----|-----|-----|-----|------|
| Student Name   | District ID # |              |       |            | 2/24                                      | 2/25 | 2/26 | 2/27 | 2/28 | 3/3 | 3/4 | 3/5 | 3/6 | 3/7 | 3/10 |
| Last Name 1  | First Name 1  | 01241981M001 | 9     | 1.5        | E   |      |      |      |      |     |     |     |     |     |      |
| Last Name 2  | First Name 2  | 01241981M002 | 10    | 1.5        | E   |      |      |      |      |     |     |     |     |     |      |
| Last Name 3  | First Name 3  | 01241981M003 | 10    | 1.5        | E   |      |      |      |      |     |     |     |     |     |      |
| Last Name 4  | First Name 4  | 01241981M004 | 11    | 1.5        |   | E    |      |      |      |     |     |     |     |     |      |
| Last Name 5  | First Name 5  | 01241981M005 | 12    | 1.5        | E   |      |      |      |      |     |     |     |     |     |      |
| Last Name 6  | First Name 6  | 01241981M006 | 12    | 1.5        | E   |      |      |      |      |     |     |     |     |     |      |
| Last Name 7  | First Name 7  | 01241981M007 | 12    | 1.5        |   |      | E    |      |      |     |     |     |     |     |      |
| Last Name 8  | First Name 8  | 01241981M008 | 9     | 1.5        |   | E    |      |      |      |     |     |     |     |     |      |
| Last Name 9  | First Name 9  | 01241981M009 | 9     | 1.5        | E   |      |      |      |      |     |     |     |     |     |      |
| Last Name 10   | First Name 10 | 01241981M010 | 11    | 1.5        | E   |      |      |      |      |     |     |     |     |     |      |

Time values are expressed in decimal format. Refer to this chart when identifying program hours.

**Step 3**

Identify the **Month, Day** when classes will be meeting for every day of the program.

|       |    |
|-------|----|
| Month | 2  |
| Day   | 25 |

**Teacher Responsibilities**

1. Pick up your Attendance Register at beginning of each class and return to Administrator/Coordinator at the end of the class.
2. If not listed, print the name and date of birth of each student on the Attendance Register in the space provided.
3. Take attendance every time block that a class is in session.

# Teacher Responsibilities: Marking Attendance

## Step 1

- A. Place an "E" in the time block representing the first day a student attends the intervention. Draw a line from the session start date to the "E". This will represent the days not enrolled.
- B. Report students present by leaving the block "blank". Place a "—" in the appropriate block when a student is absent. Remember not to mark a block if a student is present.
- C. A student is considered present for a full scheduled time block if he/she is present for any part of the scheduled time block
- D. **At the end of each class meeting:** Turn in the Attendance Register to Program Coordinator.

| Student Information<br>(Use District 10 digit ID number) |               |              | Grade | Time Value | DATE (In the rows below, please indicate the date when your class is meeting) <sup>2</sup> |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |       |  | Hours |
|--|---------------|--------------|-------|------------|--|------|------|------|------|-----|-----|-----|-----|-----|------|------|------|------|------|------|-------|--|-------|
| Student Name   | District ID # |              |       |            | 2/24   | 2/25 | 2/26 | 2/27 | 2/28 | 3/3 | 3/4 | 3/5 | 3/6 | 3/7 | 3/10 | 3/11 | 3/12 | 3/13 | 3/14 | 3/17 |       |  |       |
| Last Name 1  | First Name 1  | 01241981M001 | 9     | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      | 21.00 |  |       |
| Last Name 2  | First Name 2  | 01241981M002 | 10    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      | 21.00 |  |       |
| Last Name 3  | First Name 3  | 01241981M003 | 10    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      | 21.00 |  |       |
| Last Name 4  | First Name 4  | 01241981M004 | 11    | 1.5        |  | E    |      |      |      |     |     |     |     |     |      |      |      |      |      |      | 21.00 |  |       |
| Last Name 5  | First Name 5  | 01241981M005 | 12    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      | 18.00 |  |       |
| Last Name 6  | First Name 6  | 01241981M006 | 12    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      | 24.00 |  |       |
| Last Name 7  | First Name 7  | 01241981M007 | 12    | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      | 19.50 |  |       |
| Last Name 8  | First Name 8  | 01241981M008 | 9     | 1.5        |  | E    |      |      |      |     |     |     |     |     |      |      |      |      |      |      | 21.00 |  |       |
| Last Name 9  | First Name 9  | 01241981M009 | 9     | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      | 24.00 |  |       |
| Last Name 10   | First Name 10 | 01241981M010 | 11    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      | 24.00 |  |       |

- 1st day of Attendance (E)
- Absent (—)
- Present (Leave Blank)
- Total Hours of attendance

## Step 2

**At the end of the intervention session** (See Attachment A-3):

- A. Calculate the total hours a student was present and enter the total hours under the column labeled "Hours" on the Attendance Register.
- B. Only high schools only enter the student's grade in the "Marks" column on the attendance Register. Middle schools do not give grades.
- C. For high school students only: Determine if student qualifies for credit (See page 3, Section IV, C)

*Sample - Complete Attendance Register*

## Step 3

Sign, date and number each Attendance Register sheet.  
(See completed sample Attachment A-3)

|  |   |   |  |
|--|---|---|--|
| <p style="font-size: small;">I certify that, to the best of my knowledge and belief, the hours are true and accurate, and reflect only actual instructional time and do not include break or passing time.</p> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> <i>Abel Teacher</i><br/> <small>Teacher's Signature</small> </div>                            | <p style="font-size: small;">DISTRIBUTIONS:<br/>Original: KEEP IN SCHOOL FILE FOR AUDITING PURPOSES</p> | <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> <i>March 18, 2014</i><br/> <small>Date</small> </div> | <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">             Page _____ of _____           </div> |
| <p style="font-size: x-small;"> <sup>2</sup> "E" in students on the first day of attendance. Put a "-" in the appropriate time block for each full/complete time block that a student is absent.<br/> <sup>3</sup>Marks: High Schools only if intervention qualifies for credit. REMINDER: Title I and Title III funds may not be used for courses that provide credit or CAHSEE preparation.           </p> |   |   |  |

Return the completed Attendance Register to the Program Coordinator.

# AT THE END OF THE SESSION: School Responsibilities

## Step 1

Transfer the **Total Hours Attended** each student from the **Attendance Register** into the Excel **Statistical Report**.

**Attendance Register**

| Student Information<br>(Use District 10 digit ID number) |               |              | Grade | Time Value | DATE (In the rows below, please indicate the date when your class is meeting)* |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  | Hours |  |  |  |  |       |       |       |  |       |
|--|---------------|--------------|-------|------------|--|------|------|------|------|-----|-----|-----|-----|-----|------|------|------|------|------|------|---|--|--|--|--|--|--|--|--|--|-------|--|--|--|--|-------|-------|-------|--|-------|
| Student Name   | District ID # |              |       |            | 2/24   | 2/25 | 2/26 | 2/27 | 2/28 | 3/3 | 3/4 | 3/5 | 3/6 | 3/7 | 3/10 | 3/11 | 3/12 | 3/13 | 3/14 | 3/17 | / |  |  |  |  |  |  |  |  |  |       |  |  |  |  |       |       |       |  |       |
| Last Name 1  | First Name 1  | 01241981M001 | 9     | 1.5        | E  |      |      |      | ---  |     |     | --- |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  |       |       |       |  | 21.00 |
| Last Name 2  | First Name 2  | 01241981M002 | 10    | 1.5        | E  |      |      |      |      | --- |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  |       |       | 23.50 |  |       |
| Last Name 3  | First Name 3  | 01241981M003 | 10    | 1.5        | E  |      |      |      | ---  | --- |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  |       |       | 21.00 |  |       |
| Last Name 4  | First Name 4  | 01241981M004 | 11    | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  |       | 21.00 |       |  |       |
| Last Name 5  | First Name 5  | 01241981M005 | 12    | 1.5        | E  | ---  | ---  | ---  | ---  |     |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  |       | 18.00 |       |  |       |
| Last Name 6  | First Name 6  | 01241981M006 | 12    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  |       | 24.00 |       |  |       |
| Last Name 7  | First Name 7  | 01241981M007 | 12    | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  | 19.50 |       |       |  |       |
| Last Name 8  | First Name 8  | 01241981M008 | 9     | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  | 21.00 |       |       |  |       |
| Last Name 9  | First Name 9  | 01241981M009 | 9     | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  | 24.00 |       |       |  |       |
| Last Name 10   | First Name 10 | 01241981M010 | 11    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |   |  |  |  |  |  |  |  |  |  |       |  |  |  |  | 24.00 |       |       |  |       |

**Statistical Report**

| Last Name | First Name | Student ID    | Grade | Program     | Subject | Start Date | End Date  | Total Hours |
|-----------|------------|---------------|-------|-------------|---------|------------|-----------|-------------|
| STUDENT 1 | STUDENT 1  | 100081988F000 | 9     | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 2 | STUDENT 2  | 100081988M001 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 23.5        |
| STUDENT 3 | STUDENT 3  | 100081988F002 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 4 | STUDENT 4  | 100081988F003 | 11    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 5 | STUDENT 5  | 100081988M004 | 12    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 18          |
| STUDENT 6 | STUDENT 6  | 100081988M005 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 24          |

## Step 2 Complete and Process the Statistical Report

- A. The completed Student List becomes the **Statistical Report**.
- B. Print a hard copy of the Statistical Report and type the following assurance at the bottom of the report:

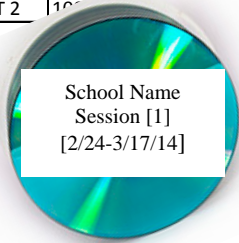
"I certify that the above figures have been verified and are true and correct.

Principal's Name: \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_"

- C. The Principal must sign and date the form.

- D. Copy the completed **Statistical Report** onto a CD or Floppy disk, write the name of the school, session number, and session dates with a CD marker, and forward it via school mail to the Beyond the Bell Academic Intervention Unit.

| Last Name | First Name | Student ID  | Grade | Program     | Subject | Start Date | End Date  | Total Hours |
|-----------|------------|-------------|-------|-------------|---------|------------|-----------|-------------|
| STUDENT 1 | STUDENT 1  | 10008198850 | 9     | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 2 | STUDENT 2  | 10008198851 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 23.5        |
| STUDENT 3 | STUDENT 3  | 10008198852 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 4 | STUDENT 4  | 10008198853 | 9     | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 5 | STUDENT 5  | 10008198854 | 9     | Core Waiver | English | 2/24/2014  | 3/17/2014 | 18          |
| STUDENT 6 | STUDENT 6  | 10008198855 | 9     | Core Waiver | English | 2/24/2014  | 3/17/2014 | 24          |



Burn Statistical list onto a CD and send to the Beyond the Bell Academic Intervention Office



- E. File and retain the following documents for a minimum of 5 years:
- 1) Teacher Attendance Register
  - 2) Statistical Report
  - 3) Intent to Offer

#### Step 4 Record the intervention in SSIS ID17

Intervention programs are ongoing throughout the school year. Each time a student is recommended for an intervention program, a separate entry must be made using program ID17. At the end of the intervention session enter the following information:

- A. At the SIS Main Menu, type "ID17" in the prompt box, then press the <Enter> key.
- B. Type the name of the student that you are entering intervention information for and press the <Enter> key.

C. Type in the following in ID17:

| Heading        | Name                               | Description/Code   |
|----------------|------------------------------------|--|
| Rec Rsn        | Recommended Reason                 | 2 – At Risk  |
| Parent Confrm  | Parent Confirmation                | Y or N   |
| Inter Type     | Intervention Type                  | 2 - CORE Waiver<br>L – Local Design  |
| Subj           | Subject                            | E – English/Language Arts<br>H – History<br>L – Reading/Writing/ESL<br>M – Math<br>S - Science |
| Start Dt       | Start Date                         | Start date for the session<br>(not student start date)   |
| End Date       | End Date                           | End Date of the session<br>(not student end date)  |
| Intv Locn      | Intervention Location              | Location Code of<br>schoolwhere intervention<br>took place                                     |
| School of Attn | School of Attendance               | Location code of school<br>where student attends   |
| Mark           | Course Mark (High Schools<br>Only) | ONLY FOR HIGH SCHOOLS<br>IF COURSE MEETS CRITERIA<br>FOR CREDIT                                |
| Hours Attnd    | Hours Attended                     | Number of hours student<br>attended  |

|                            |          |                       |          |                       |                 |                       |             |                    |          |            |  |
|----------------------------|----------|-----------------------|----------|-----------------------|-----------------|-----------------------|-------------|--------------------|----------|------------|--|
| ID17                       |          | Dist ID 010299M000    |          |                       |                 |                       |             |                    |          |            |  |
| Name: <b>Good, Student</b> |          | Birth: 01/01/99       |          | Sex: M                |                 | Room: 301             |             | RecNr: 0001        |          |            |  |
| School: <b>0000</b>        |          | Grade: <b>11</b>      |          | Track: <b>A</b>       |                 | Spc Attn Cat:         |             | %Aprn: <b>100%</b> |          |            |  |
| E-Code: <b>E2</b>          |          | E-School: <b>1111</b> |          | E-Dte: <b>9/03/03</b> |                 | Status: <b>Active</b> |             |                    |          |            |  |
| Interventions              |          |                       |          |                       |                 |                       |             |                    |          |            |  |
| Gr                         | Rec      | Parent                | Inter    | Subj                  | Start Dt        | End Date              | Intv        | School             | Mark     | Hours      |  |
|                            | Rsn      | Confrm                | Type     |                       |                 |                       | Locn        | of Attn            |          | Attnd      |  |
| <b>09</b>                  | <b>2</b> | <b>Y</b>              | <b>S</b> | <b>L</b>              | <b>01/04/02</b> | <b>04/04/02</b>       | <b>8999</b> | <b>8999</b>        | <b>P</b> | <b>15</b>  |  |
| <b>11</b>                  | <b>2</b> | <b>N</b>              | <b>I</b> | <b>M</b>              | <b>07/07/03</b> | <b>08/20/03</b>       | <b>8999</b> | <b>8999</b>        | <b>C</b> | <b>30</b>  |  |
| Search                     |          | Add Record            |          | Erase Input           |                 | Delete                |             | <-Student->        |          | Help       |  |
| <F1>                       |          | <F4>                  |          | <Ctrl R>              |                 | <F6>                  |             | <F7> <F8>          |          | <F9> <Esc> |  |

### Contact Information

The procedures as outlined in this guide are to be followed for each Extended Day Program session. For assistance with Secondary Student Information System, please call: (213) 241-4850.

For assistance with the Extended Learning Program, contact the Beyond the Bell Branch Academic Intervention Unit at (213) 241-7900.

Los Angeles Unified School District  
**Secondary Intervention Attendance Register**

School: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_ Teacher: \_\_\_\_\_  
 Loc Code: \_\_\_\_\_ Schedule:  M T W Th F Saturday  Program: \_\_\_\_\_  
Circle All That Apply  
 ESC: \_\_\_\_\_ Hours/Day: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Subject: \_\_\_\_\_ Curriculum: \_\_\_\_\_



| Student Information<br>(Use District 10 digit ID number) |               | Grade | Time Value | DATE (In the rows below, please indicate the date when your class is meeting) <sup>‡</sup> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Hours | Marks <sup>§</sup> |
|--|---------------|-------|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|--------------------|
| Student Name   | District ID # |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 1  |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 2  |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 3  |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 4  |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 5  |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 6  |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 7  |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 8  |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 9  |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 10   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 11   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 12   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 13   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 14   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 15   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 16   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 17   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 18   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 19   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |
| 20   |               |       |            | / /  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |                    |

I certify that, to the best of my knowledge and belief, the hours are true and accurate, and reflect only actual instructional time and do not include break or passing time.

**DISTRIBUTIONS:**  
Original: **KEEP IN SCHOOL FILE FOR AUDITING PURPOSES**

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>‡</sup> "E" in students on the first day of attendance. Put a "—" in the appropriate time block for each full/complete time block that a student is absent.  
<sup>§</sup> Marks: High Schools only if intervention qualifies for credit. REMINDER: Title I and Title III funds may not be used for courses that provide credit or CAHSEE preparation.

Los Angeles Unified School District  
**Secondary Intervention Attendance Register**

School: Beyond the Bell High School      Dates: From 2/24/2014 To 4/4/2014      Teacher: Sandoval  
 Loc Code: 1526      Schedule: (M) T (W) Th (F) Saturday      Program: CORE Waiver Intervention  
 ESC: ISIC      Class Hour 1.5      Start Time: 3:00 PM End Time: 4:20 PM      Subject: Math      Curriculum School Designed



| Student Information<br>(Use District 10 digit ID number) |               |  | Grade | Time Value | DATE (In the rows below, please indicate the date when your class is meeting) <sup>‡</sup> |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |  | Hours | Marks <sup>§</sup> |  |  |  |  |  |  |  |  |  |       |  |
|--|---------------|--|-------|------------|--|------|------|------|------|-----|-----|-----|-----|-----|------|------|------|------|------|------|--|-------|--------------------|--|--|--|--|--|--|--|--|--|-------|--|
| Student Name   | District ID # |  |       |            | 2/24   | 2/25 | 2/26 | 2/27 | 2/28 | 3/3 | 3/4 | 3/5 | 3/6 | 3/7 | 3/10 | 3/11 | 3/12 | 3/13 | 3/14 | 3/17 |  |       |                    |  |  |  |  |  |  |  |  |  |       |  |
| Last Name 1 First Name 1                                 | 01241981F001  |  | 9     | 1.5        | E  |      |      |      | —    |     |     | —   |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 21.00 |  |
| Last Name 2 First Name 2                                 | 01241981M002  |  | 10    | 1.5        | E  |      |      |      |      | —   |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 23.50 |  |
| Last Name 3 First Name 3                                 | 01241981F003  |  | 10    | 1.5        | E  |      |      |      | —    | —   |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 21.00 |  |
| Last Name 4 First Name 4                                 | 01241981M004  |  | 11    | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 21.00 |  |
| Last Name 5 First Name 5                                 | 01241981M005  |  | 12    | 1.5        |  | E    | —    | —    | —    | —   |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 18.00 |  |
| Last Name 6 First Name 6                                 | 01241981F006  |  | 12    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 24.00 |  |
| Last Name 7 First Name 7                                 | 01241981F007  |  | 12    | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 19.50 |  |
| Last Name 8 First Name 8                                 | 01241981F008  |  | 9     | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 21.00 |  |
| Last Name 9 First Name 9                                 | 01241981F009  |  | 9     | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 24.00 |  |
| Last Name 10 First Name 10                               | 01241981M010  |  | 11    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 24.00 |  |
| Last Name 11 First Name 11                               | 01241981M011  |  | 11    | 1.5        | E  |      |      |      | —    |     |     | —   |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 21.00 |  |
| Last Name 12 First Name 12                               | 01241981F012  |  | 11    | 1.5        | E  |      |      |      |      |     | —   |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 23.50 |  |
| Last Name 13 First Name 13                               | 01241981F013  |  | 11    | 1.5        | E  |      |      |      | —    | —   |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 21.00 |  |
| Last Name 14 First Name 14                               | 01241981F014  |  | 10    | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 21.00 |  |
| Last Name 15 First Name 15                               | 01241981M015  |  | 10    | 1.5        |  | E    | —    | —    | —    | —   |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 18.00 |  |
| Last Name 16 First Name 16                               | 01241981F016  |  | 10    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 24.00 |  |
| Last Name 17 First Name 17                               | 01241981M017  |  | 10    | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 19.50 |  |
| Last Name 18 First Name 18                               | 01241981M018  |  | 10    | 1.5        |  |      | E    |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 21.00 |  |
| Last Name 19 First Name 19                               | 01241981F019  |  | 10    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 24.00 |  |
| Last Name 20 First Name 20                               | 01241981M020  |  | 10    | 1.5        | E  |      |      |      |      |     |     |     |     |     |      |      |      |      |      |      |  |       |                    |  |  |  |  |  |  |  |  |  | 24.00 |  |

EXAMPLE

I certify that, to the best of my knowledge and belief, the hours are true and accurate, and reflect only actual instructional time and do not include break or passing time.  
*Abel Teacher*  
 Teacher's Signature

*March 18, 2014*  
 Date

DISTRIBUTIONS:  
 Original: KEEP IN SCHOOL FILE FOR AUDITING PURPOSES

<sup>‡</sup> "E" in students on the first day of attendance. Put a "—" in the appropriate time block for each full/complete time block that a student is absent.  
<sup>§</sup>Marks: High Schools only if intervention qualifies for credit. REMINDER: Title I and Title III funds may not be used for courses that provide credit or CAHSEE preparation.

### Preliminary Statistical Report Example

| Last Name | First Name | Student ID    | Grade | Program     | Subject | Start Date | End Date  | Total Hours |
|-----------|------------|---------------|-------|-------------|---------|------------|-----------|-------------|
| STUDENT 1 | STUDENT 1  | 100081988F000 | 9     | Core Waiver | English | 2/24/2014  | 3/17/2014 | 6           |
| STUDENT 2 | STUDENT 2  | 100081988M001 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 6           |
| STUDENT 3 | STUDENT 3  | 100081988F002 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 4.5         |
| STUDENT 4 | STUDENT 4  | 100081988F003 | 11    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 1.5         |
| STUDENT 5 | STUDENT 5  | 100081988M004 | 12    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 6           |
| STUDENT 6 | STUDENT 6  | 100081988M005 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 1.5         |
| STUDENT 1 | STUDENT 1  | 100081988F000 | 9     | Core Waiver | English | 2/24/2014  | 3/17/2014 | 3           |
| STUDENT 2 | STUDENT 2  | 100081988M001 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 6           |
| STUDENT 3 | STUDENT 3  | 100081988F002 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 6           |
| STUDENT 4 | STUDENT 4  | 100081988F003 | 11    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 6           |
| STUDENT 5 | STUDENT 5  | 100081988M004 | 12    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 6           |
| STUDENT 6 | STUDENT 6  | 100081988M005 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 6           |
|           |            |               |       |             |         |            |           |             |

\_\_\_\_\_  
Principal/Administrative Designee Name

\_\_\_\_\_  
Principal/Administrative Designee Signature

\_\_\_\_\_  
Date



BEYOIND THE BELL BRANCH  
Los Angeles Unified School District

**Final Statistical Report Example**

| Last Name | First Name | Student ID    | Grade | Program     | Subject | Start Date | End Date  | Total Hours |
|-----------|------------|---------------|-------|-------------|---------|------------|-----------|-------------|
| STUDENT 1 | STUDENT 1  | 100081988F000 | 9     | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 2 | STUDENT 2  | 100081988M001 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 23.5        |
| STUDENT 3 | STUDENT 3  | 100081988F002 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 4 | STUDENT 4  | 100081988F003 | 11    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 5 | STUDENT 5  | 100081988M004 | 12    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 18          |
| STUDENT 6 | STUDENT 6  | 100081988M005 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 24          |
| STUDENT 1 | STUDENT 1  | 100081988F000 | 9     | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 2 | STUDENT 2  | 100081988M001 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 23.5        |
| STUDENT 3 | STUDENT 3  | 100081988F002 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 4 | STUDENT 4  | 100081988F003 | 11    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 21          |
| STUDENT 5 | STUDENT 5  | 100081988M004 | 12    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 18          |
| STUDENT 6 | STUDENT 6  | 100081988M005 | 10    | Core Waiver | English | 2/24/2014  | 3/17/2014 | 24          |
|           |            |               |       |             |         |            |           |             |

\_\_\_\_\_  
Principal/Administrative Designee Name

\_\_\_\_\_  
Principal/Administrative Designee Signature

\_\_\_\_\_  
Date