

Attendance Recovery and Attendance Recovery Program Services (California)

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Attendance Recovery programs provide students with more opportunities to learn and enable LEAs to offset absences and recover funding from high absentee rates. Consult the <u>California</u> <u>Department of Education</u> website for more information.

There are two parts to Attendance Recovery:

- The <u>Attendance Recovery</u> record (Student Information > State Programs > Attendance Recovery) for the student, which indicates the Attendance Recovery Program the student is participating in.
- The <u>Program Services for Attendance Recovery</u> records (Student Information > Program Participation > Program Services), which indicates the recovery time used and the recovery time earned.

This article includes information on both the Attendance Recovery tool and the Attendance Recovery Program Service, as well as how to use the Federal/State Program Updater to update the student's attendance recovery information.

Multiple Program Services can be entered for a student.

Follow your district's policies for entering this information.

Attendance Recovery Process

Step 1. Create an <u>Attendance Recovery</u> record for the student.

Step 2. Create a Program Services Record for Attendance Recovery.

Step 3. Use the <u>Federal/State Program Updater</u> to update Attendance Recovery information for a student.

Step 4. When using courses to track Attendance Recovery, mark the <u>Attendance</u> <u>Recovery</u> checkbox on the Course Information record and/or the Attendance Recovery (Override) checkbox on the Section Information editor.

Step 5. Update student attendance recovery hours either manually on the Program Services record or through the updater.

Attendance Recovery

Tool Search: Attendance Recovery



The Attendance Recovery tool tracks the start and end dates of students participating in an attendance recovery program to compensate for high absenteeism during the school year. An Attendance Recovery record is needed before an Attendance Recovery Service can be assigned to the student.

Attendance Recov	very ☆	Student Information > State Programs > Attendance Recovery
Student, Ashley 🖹	Student #: 123456 Grade: 09 DOB: 09/30/2014	Related Tools
Program Information		
Start Date: (Required) 08/26/2024	End Date:	
Hours Earned:	Days Used:	
25	11	
Maximum 255 characters Testing		
		Modified By: Administrator, System 05/21/2025
Save Cancel Delete		
	Attendance Recove	ry Record

Use the <u>Federal/State Program Updater</u> tool to import Attendance Recovery information to this tool.

The main view of the Attendance Recovery tool is the Program Editor, which lists all Attendance Recovery records in chronological order (most recent record is listed first) that have been recorded for the student.

Attendance Reco	overy ☆	Student Information > State Programs >	Attendance Recover
Student, Ashley	Student #: 123456 Grade: 04 DOB: 09/30/2014		Related Tools A
ilter by Start Date: month/day/year	Filter by End Date:	ply	
Start Date: 02/05/2025	End Date: 02/28/2025	Created By: Calaveras Unified 0561564; 05/23/2025	View
Start Date: 01/01/2025	End Date: 01/15/2025	Created By: Calaveras Unified 0561564; 05/23/2025	View
New			
	Attendance Pecover	v Program Editor	

To view details of any of the records, click **View.** This opens the Program Detail for the selected record, where information can be viewed or modified.

Enter an Attendance Recovery Record

- 1. From the main view of the **Attendance Recovery tool**, click **New**. The Program Information editor displays.
- 2. Enter the **Start Date** of the program.
- 3. Enter any applicable **Comments** about the recovery record.
- 4. Click **Save.** The new Attendance Recovery record saves and is listed on main view of the tool.

When the student stops participating in the Attendance Recovery program, edit the record and enter an **End Date** and save the changes.

Multiple records can be listed for the student; however, records cannot have overlapping dates.

Print Attendance Recovery Summary

From the main view of the Attendance Recovery tool, select Print. The report generates in a new browser tab in PDF format.

month/day/year	Filter by End Date: month/day/year	Apply		
Start Date: 08/26/2024	End Date:	Created By: Unifie	ed 0561564; 05/21/2025	
	California Stat Generated on 06/13/2025 10:10:12 A	e M Page 1 of 1 Gra	Attendance Recovery Sumi ade: 09 Birthdate: 01/12/2010 State ID	nary 5384840883
	Start Date: 08/26/2024	End Date:	Created By: Unified 05/21/2025	0561564
New Print	Hours Earned: 25 Days Used: 11 Comments: Testing			

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Attendance Recovery Field Descriptions

Field	Description	Location
Start Date <i>Required</i>	The first day the student was in an attendance recovery program.	Database: AttendanceRecovery.startDate Ad hoc Fields: Student > Learner > Attendance Recovery > startDate (attendanceRecovery.startDate)
End Date	The last day the student was in an attendance recovery program.	Database: AttendanceRecovery.endDate Ad hoc Fields: Student > Learner > Attendance Recovery > endDate (attendanceRecovery.endDate)
Hours Earned	Read-only field that lists the accumulated time that the student spent in an approved Attendance Recovery program. This value can be modified in the Attendance Recovery Program Services record.	Database: AttendanceRecoveryService.timeEarned Ad hoc Fields: Student > Learner > Attendance Recovery Service > timeEarned (attendanceRecoveryService.timeEarned)



Field	Description	Location
Days Used	Read-only field that lists the count of Attendance Recovery days the student has used to earn back ADA. This value can be modified in the Attendance Recovery Program Services record.	Database: AttendanceRecoveryService.daysUsed Ad hoc Fields: Student > Learner > Attendance Recovery Service > daysUsed (attendanceRecoveryService.daysUsed)
Comments	Lists any comments related to the record.	Database: AttendanceRecovery.comments Ad hoc Fields: Student > Learner > Attendance Recovery > comments (attendanceRecovery.comments)
Created by	Displays in the Editor. Autogenerated name of district, date, and timestamp indicating who created the entry.	Ad hoc Fields: Student > Learner > Attendance Recovery > createdByID (attendanceRecovery.createdByID)
Modified By	Displays in the Detail Editor. Indicates the person who last saved the selected record.	Ad hoc Fields: Student > Learner > Attendance Recovery > modifiedByID(attendanceRecovery.modifiedByID)

Attendance Recovery Services

Tool Search: Program Services

The Program Services tool allows districts to create records that are not tied to a student's enrollment records. The main Program Services view lists all Attendance Recovery Services records for a student. To see the specific details about the program for the student, click View.

ilters:	Gartbate		End Date Service Tool
	month/day/year		month/day/year
ervice ttenda tart D	Tool: Attendance Recover ance Recovery Type: ate: 07/01/2024	ry Service End Da	Associated Record Dates: iate: 06/30/2025 Created By: Calaveras Unified 0561564 View
			Attendance Recovery Service Detail
			If the student does not have an Attendance Recovery Program record, the Associated Attendance Recovery Record Dates drop-list will remain empty. If you have the appropriate Tool Rights, an Attendance Recovery Program record can be added by going to the Attendance Recovery Program tool. Start Date:
			Of/01/2024 Of/30/2025 Associated Attendance Recovery Record Dates: Attendance Recovery Type:
w	Print		02/05/2025 - 02/28/2025, Created By: Calaveras Unified 0561564; 05/23 ▼ E: Earned
			Morified Rr. Administrator: Sustam 05/00/20
			woaneo by. Aaministrator, system usizarza.
			State Defined Elements
			Attendance Recovery School: (Required)
			1: Atter School Programs Calendar:
			Davs Used:
			Days Used:
			Days Used: Time Earned:

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Attendance Recovery Service Detail

The Service Detail includes the start date of the service, the recovery type, and the recover record dates. Additional State Defined Elements are available for listing the school, the calendar, Days Used and Time Earned.

f the student does not have an Attendance Recovery Program rec f you have the appropriate Tool Rights, an Attendance Recovery P	rogram record can be added by going to the Attendance Recovery Program tool.
start Date: (Required)	End Date:
10/14/2024	month/day/year
ssociated Attendance Recovery Record Dates:	Attendance Recovery Type: (Required)
08/26/2024 - ; Created By: Calaveras Unified 0561564; 05/21/	▼ E: Earned ▼
	//////////////////////////////////////
State Defined Elements	/// Modified By: Administrator, System 05/21/202
State Defined Elements	//////////////////////////////////////
State Defined Elements	Modified By: Administrator, System 05/21/202

Create a New Attendance Recovery Service Record

1. Click **New**. The New Service Record side panel displays on the right.

● Program Services ☆			Student Information > Program Participation >	Program Services
Student, Ashley 🛓 Student #: 123	456 Grade: 04 DOB: 09/30/2014			Related Tools
Start Date	End Date	Service Too	New Service Record	
Filters: month/day/year	month/day/year		To create a new Service record, begin by selecting a S	ervice Tool.
		/	Attendance Recovery Service	
Service Tool: Attendance Recovery Service Attendance Recovery Type: Farned		Associated Rec		
Start Date: 07/01/2024 End	Date: 06/30/2025	Created By: Cala		
/				
New Print			Close	
	New Ser	vice Re	ecord	

- 2. Select the **Attendance Recovery Service.** The **Attendance Recovery Service Detail** displays.
- 3. Enter a Start Date.

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- 4. When applicable, enter an End Date.
- 5. Select an existing Associated Attendance Recovery Record Dates dropdown.
- 6. Select an Attendance Recovery Type.
- 7. Enter any **Comments** related to the Service Record.
- 8. Select a school from the Attendance Recovery School drop-down.
- 9. Mark the Calendar checkbox, if applicable.
- 10. When the Attendance Recovery Type is U: Used, enter the **Days Used** value.
- 11. When the Attendance Recovery Type is E: Earned, enter the **Hours Earned** value.
- 12. Click **Save**. The new Attendance Recovery Service record displays in the Program Service list of services.

Print Attendance Recovery Services Summary

From the main view of the Program Services tool, select Print. In the Print Summary Report panel, select Attendance Recovery Service. The report generates in a new browser tab in PDF format.

Start Date End Date	Print Summary Repo	t	
Filters: month/day/year	year To print a summary report, be	in by selecting a Service Tool.	
Service Tool: Attendance Recovery Service Attendance Recovery Type: Earned Start Date: 05/05/2025 End Date:	Asson 0561: Creat		
Service Tool: Attendance Recovery Service Attendance Recovery Type: Used	Unified District	Attendance Recover	ry Service Summary
Start Date: 10/14/2024 End Date:	Generated on 06/12/2025 02:57:38 PM Page 1 of 1	Grade: 09 Birthdate	, e: 01/12/2010 State ID:
New Print	Start Date: 05/05/2025 End I Associated Record Dates: Atten 08/26/2024-Unified 0561564 Days 05/21/2025 Calendar: False Comments: Comments:	ate: Jance Recovery School: 531509 Used: 10	Created By: Unified 0561564 052172025 Attendance Recovery Type: Earned Hours Earned: 25
	Start Date: 10/14/2024 End I Associated Record Dates: Atten 08/26/2024-Unified 0561564; Days 05/21/2025 Calendar; False Comments: Comments:	ate: Jance Recovery School: 531509 Used: 1	Created By: Unified 0561564 05212025 Attendance Recovery Type: Used Hours Earned: 0
Att	endance Recovery Service	es Summary Repo	ort

Attendance Recovery Service Detail Field Descriptions

The Attendance Recovery Service Detail includes the following fields.

Field	Description	Location
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Field	Description	Location
Start Date <i>Required</i>	The first day the student started receiving services.	Database: AttendanceRecoveryService.startDate Ad hoc Fields: Student > Learner > Attendance Recovery Service > startDate (attendanceRecoveryService.startDate)
End Date	The last day the student received services.	Database: AttendanceRecoveryService.endDate Ad hoc Fields: Student > Learner > Attendance Recovery Service > endDate (attendanceRecoveryService.endDate)
Associated Attendance Recovery Record Dates	Selection in this dropdown ties this attendance recovery service record to an existing Attendance Recovery record.	Database: AttendanceRecoveryService.associated RecordDates
Attendance Recovery Type Required	 A coded value representing type of time being recorded (Earned or Used). This selection determines which fields display on the State Defined Elements card: When Earned is selected as the Type, the Calendar checkbox and Hours Earned field display. When Used is selected as the Type, the Attendance Recovery School, the Calendar checkbox, and the Days Used fields display. 	Database: AttendanceRecoveryService.serviceType Ad hoc Fields: Student > Learner > Attendance Recovery Service > serviceType (attendanceRecoveryService.serviceType)



Field	Description	Location
Comments	Additional information can be entered in the Comments text field.	Database: AttendanceRecoveryService.comments Ad hoc Fields: Student > Learner >
		Attendance Recovery Service > comments (attendanceRecoveryService.comments)
Created By	Displays in the Editor. This is an autogenerated name of the district, date, and timestamp indicating who created the entry.	Ad hoc Fields: Student > Learner > Attendance Recovery Service > createdByID (attendanceRecoveryServicecreatedByID)
Modified By	Displays in the Detail Editor. Indicates the person who last saved the selected record.	Ad hoc Fields: Student > Learner > Attendance Recovery Service > modifiedByID (attendanceRecoveryService.modifiedByID)
State Defined	Elements	
Attendance Recovery School Required	The name of the school that will be using the Attendance Recovery time and earn back ADA.	Database: AttendanceRecoveryService.schoolNumber
Calendar	N/A This field will be used for future automatic processing.	Database: AttendanceRecoveryService.isCalendar Ad hoc Fields: Student > Learner > Attendance Recovery Service > isCalendar (attendanceRecoveryService.isCalendar)
Days Used	This field displays when the selected Attendance Recovery Type is set to Used. The count of Attendance Recovery days used to earn back ADA.	Database: AttendanceRecoveryService.daysUsed Ad hoc Fields: Student > Learner > Attendance Recovery Service > daysUsed (attendanceRecoveryService.daysUsed)



Field	Description	Location
Hours Earned	This field displays when the selected Attendance Recovery Type is set to	Database: AttendanceRecoveryService.timeEarned
	Earned. The accumulated time the student spent in an approved Attendance Recovery program.	Ad hoc Fields: Student > Learner > Attendance Recovery Service > timeEarned (attendanceRecoveryService.timeEarned)

Federal and State Program Update Wizard

Use the Federal/State Program Update Wizard to update attendance recovery data using an import file. Choose the **Attendance Recover**y option from the Select Federal Program dropdown list. Then determine whether to import a file or use an Ad hoc Filter.

Refer to the <u>Federal/State Program Update Wizard</u> article for detailed instructions on using this wizard.

Federal/State Program Update Wizard 🌣	Student Information > Program Administration > Federal/State Program Update Wizard	
Federal/State Program Updater		
The Federal/State Program Updater allows federal or state program participation data to b import file. Federal or state program participation data records can also be added, edited, For programs that allow an Owner to be specified, edit, delete, and overlapping record logi owned by this District or State Edition.	e added or edited using an or deleted using an Ad hoc filter. ic will be limited to records	
Select Federal Program: Attendance Recovery		
Select Mode:		
Import File:		
Add/Edit Participation		
Ad Hoc Filter:		
O Add Participation		
O Delete Participation		
Next		
Federal/State Program Update Wizard		

Participation in the Attendance Recovery Program can be added, removed, or modified using this tool.