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 California Department of Education website for more information.

There are two parts to Attendance Recovery:

- First, a student needs an Attendance Recovery record (Student Information > State Programs > Attendance Recovery) entered into Campus with start and end dates, and a comment (if applicable) of what Attendance Recovery program they will be participating in.
- Second, Program Services for Attendance Recovery records (Student Information > Program Participation > Program Services) are entered for the student, which includes the Attendance Recovery dates (from the Attendance Recovery record) and the Type of Attendance Recovery.

Multiple Program Services can be entered for a student.

> Follow your district's policies for entering this information.

This article includes information on both the Attendance Recovery tool and the Attendance Recovery Program Service.

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 Recovery Record

Read - View existing Attendance Recovery records.
Write - Edit existing Attendance Recovery records.
Add - Add new Attendance Recovery records.
Delete - Remove Attendance Recovery records.

Use the Federal/State Program Updater 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 Recovery 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.

Attendance Recovery Field Descriptions

Field	Description	Location
Start Date *Required*	The first day the student was in an attendance recovery program.	**Database:** AttendanceRecovery.startDate

Field	Description	Location
End Date	The last day the student was in an attendance recovery program.	**Database:** AttendanceRecovery.endDate
Comments	Lists any comments related to the record.	**Database:** AttendanceRecovery.comment
Created by	Displays in the Editor. Autogenerated name of district, date, and timestamp indicating who created the entry.	N/A
Modified By	Displays in the Detail Editor. Indicates the person who last saved the selected record.	N/A

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.

Program Services, Attendance Recovery Service Detail

Read - View existing records.
Write - Edit existing records.
Add - Add new records.
Delete - Remove records.

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 lising the school, the calendar, Days Used and Time Earned.

Attendance Recovery Service Detail

Create a New Attendance Recovery Service Record

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

New Service Record

2. Select the **Attendance Recovery Service.** The **Attendance Recovery Service**

Detail displays.

3. Enter a **Start Date.**
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. Enter the **Days Used** value.
11. Enter the **Time Earned** value.
12. Click **Save**. The new Attendance Recovery Service record displays in the Program Service list of services.

Attendance Recovery Service Detail Field Descriptions

The Attendance Recovery Service Detail includes the following fields.

Field	Description	Location
Start Date *Required*	The first day the student started receiving services.	**Database:** AttendanceRecoveryService.startDate
End Date	The last day the student received services.	**Database:** 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	A coded value representing type of time being recorded (Earned or Used).	**Database:** AttendanceRecoveryService.serviceType
Comments	Additional information can be entered in the Comments text field.	**Database:** AttendanceRecoveryService.comments
Created By	Displays in the Editor. This is an autogenerated name of the district, date, and timestamp indicating who created the entry.	N/A
Modified By	Displays in the Detail Editor. Indicates the person who last saved the selected record.	N/A

Field	Description	Location
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
Days Used	The count of Attendance Recovery days used to earn back ADA.	**Database:** AttendanceRecoveryService.daysUsed
Time Earned	The accumulated time the student spent in an approved Attendance Recovery program.	**Database:** AttendanceRecoveryService.timeEarned