

# 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:

- The [Attendance Recovery](#) record (Student Information > State Programs > Attendance Recovery) for the student indicates the Attendance Recovery Program the student is participating in.
- The [Program Services for Attendance Recovery](#) 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.

For additional information on recording Attendance Recovery hours, see the [Attendance Recovery Process](#) article.

## Attendance Recovery

[Enter an Attendance Recovery Record](#) | [Print Attendance Recovery Summary](#) | [Attendance Recovery Field Descriptions](#)

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 ☆

Student, Ashley  Student #: 123456 Grade: 09 DOB: 09/30/2014

Related Tools 

**Program Information**

Start Date: **(Required)** 08/26/2024 

End Date: month/day/year 

Hours Earned: 25

Days Used: 11

Comments: Maximum 255 characters  
Testing

Modified By: Administrator, System 05/21/2025

**Save** **Cancel** **Delete**

*Attendance Recovery Record*

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 ☆

Student, Ashley  Student #: 123456 Grade: 04 DOB: 09/30/2014

Related Tools 

Filter by Start Date:  Filter by End Date:  **Apply**

Start Date: 02/05/2025	End Date: 02/28/2025	Created By: Calaveras Unified 0561564; 05/23/2025	<b>View</b>
Start Date: 01/01/2025	End Date: 01/15/2025	Created By: Calaveras Unified 0561564; 05/23/2025	<b>View</b>

**New**

*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.

## 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.

The screenshot shows the Attendance Recovery tool interface. At the top, there are two date selection boxes: 'Filter by Start Date' and 'Filter by End Date', both with 'month/day/year' fields and calendar icons. Below these are 'Start Date: 08/26/2024', 'End Date: \_\_\_\_\_', and 'Created By: Unified 0561564; 05/21/2025'. A 'View' button is to the right of the end date. At the bottom left, there are 'New' and 'Print' buttons, with 'Print' being highlighted with a red box. A large central box displays a 'California State' report titled 'Attendance Recovery Summary'. The report includes the generated date '06/13/2025 10:10:12 AM', page 'Page 1 of 1', grade '09', birthdate '01/12/2010', and state ID '5384840883'. Below this, it shows 'Start Date: 08/26/2024', 'End Date: \_\_\_\_\_', and 'Created By: Unified 0561564 05/21/2025'. It also lists 'Hours Earned: 25', 'Days Used: 11', and 'Comments: Testing'. The entire interface is labeled 'Attendance Recovery Print Summary' at the bottom.

## Attendance Recovery Field Descriptions

Field	Description	Location
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Field	Description	Location
<b>Start Date Required</b>	The first day the student was in an attendance recovery program.	<b>Database:</b> AttendanceRecovery.startDate <b>Ad hoc Fields:</b> Student > Learner > Attendance Recovery > startDate <b>(attendanceRecovery.startDate)</b>
<b>End Date</b>	The last day the student was in an attendance recovery program.	<b>Database:</b> AttendanceRecovery.endDate <b>Ad hoc Fields:</b> Student > Learner > Attendance Recovery > endDate <b>(attendanceRecovery.endDate)</b>
<b>Hours Earned</b>	<p>Read-only field that lists the accumulated time that the student spent in an approved Attendance Recovery program.</p> <p>This value can be modified in the Attendance Recovery Program Services record.</p>	<b>Database:</b> AttendanceRecoveryService.timeEarned <b>Ad hoc Fields:</b> Student > Learner > Attendance Recovery Service > timeEarned <b>(attendanceRecoveryService.timeEarned)</b>
<b>Days Used</b>	<p>Read-only field that lists the count of Attendance Recovery days the student has used to earn back ADA.</p> <p>This value can be modified in the Attendance Recovery Program Services record.</p>	<b>Database:</b> AttendanceRecoveryService.daysUsed <b>Ad hoc Fields:</b> Student > Learner > Attendance Recovery Service > daysUsed <b>(attendanceRecoveryService.daysUsed)</b>
<b>Comments</b>	Lists any comments related to the record.	<b>Database:</b> AttendanceRecovery.comments <b>Ad hoc Fields:</b> Student > Learner > Attendance Recovery > comments <b>(attendanceRecovery.comments)</b>

Field	Description	Location
<b>Created by</b>	Displays in the Editor. Autogenerated name of district, date, and timestamp indicating who created the entry.	<b>Ad hoc Fields:</b> Student > Learner > Attendance Recovery > createdByID <b>(attendanceRecovery.createdByID)</b>
<b>Modified By</b>	Displays in the Detail Editor. Indicates the person who last saved the selected record.	<b>Ad hoc Fields:</b> Student > Learner > Attendance Recovery > modifiedByID( <b>attendanceRecovery.modifiedByID</b> )

## Attendance Recovery Services

[Attendance Recovery Service Detail](#) | [Create a New Attendance Recovery Service Record](#) | [Print](#)  
[Attendance Recovery Services Summary](#) | [Attendance Recovery Service Detail Field Descriptions](#)

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 view the specific details about the program for the student, click 'View'.

Program Services ☆

Student Information > Program Participation > Program Services

Student, Ashley Student #: 123456 Grade: 12 DOB: 02/17/2008

504

Related Tools ▾

Start Date: 7/1/2024 End Date: month/day/year Service Tool: AttendanceRecovery Apply

Service Tool: Attendance Recovery Service

Attendance Recovery Type: Earned

Associated Record Dates: 10/31/2025 - ; Created By: Calaveras Unified 0561564

Start Date: 07/01/2025 End Date: 06/30/2026 Created By: Calaveras Unified 0561564

View

Service Tool: Attendance Recovery Service

Attendance Recovery Type: U

Start Date: 05/12/2025

Service Tool: Attendance Recovery Service

Attendance Recovery Type: U

Start Date: 04/09/2025

New Print

**Attendance Recovery Service Detail**

The field Associated Attendance Recovery Record Dates is required. 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: (Required) 07/01/2025 End Date: 06/30/2026

Associated Attendance Recovery Record Dates: (Required) 03/01/2025 - ; Created By: Calaveras Unified 0561564; 08/17/2025

Attendance Recovery Type: (Required) E: Earned

Comments: Maximum 255 characters

Modified By:

**State Defined Elements**

Attendance Recovery School:

Calendar:

Days Used:

Hours Earned: 63

Save Cancel Delete

Program Services, Attendance Recovery Service Detail

## Attendance Recovery Service Detail

The Service Detail includes the start date of the service, the recovery type, and the dates of the recovery records. The State Defined Elements include the school, the calendar, Days Used, and Time Earned.

### Attendance Recovery Service Detail

The field Associated Attendance Recovery Record Dates is required. 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: **(Required)**

End Date:

Associated Attendance Recovery Record Dates: **(Required)**

Attendance Recovery Type: **(Required)**

Comments:

Maximum 255 characters

### State Defined Elements

Attendance Recovery School:

Calendar:



Days Used:

Hours Earned:

Attendance Recovery Service Detail

## Create a New Attendance Recovery Service Record

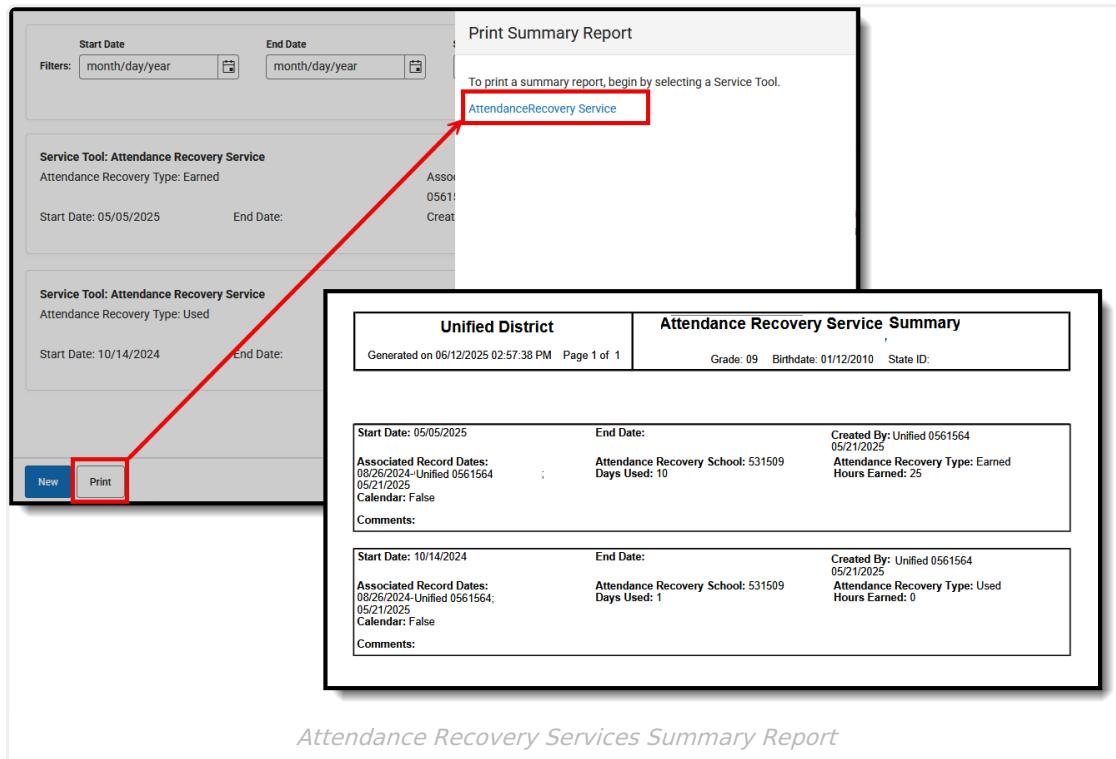
1. Click **New**. The New Service Record side panel displays on the right.

The screenshot shows the 'Program Services' tool interface. At the top, it displays 'Student Information > Program Participation > Program Services'. The main area is titled 'New Service Record' with the sub-instruction 'To create a new Service record, begin by selecting a Service Tool.' A red arrow points from the text 'Attendance Recovery Service' to the 'Service Tool' dropdown menu. Below this, a table shows a single row for 'Attendance Recovery Service' with details: 'Attendance Recovery Type: Earned', 'Start Date: 07/01/2024', 'End Date: 06/30/2025', 'Associated Rec: [empty]', and 'Created By: Cali'. At the bottom of the form, there are 'New' and 'Print' buttons, with 'New' being highlighted by a red box and a red arrow pointing to it. A 'Close' button is also present.

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.
  - This is a required entry when the Attendance Recovery Type is U: Used.
  - This field is not necessary when the Attendance Recovery Type is E: Earned.
9. Mark the **Calendar** checkbox, if applicable.
10. When the Attendance Recovery Type is U: Used, select the **Attendance Recovery School** and 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.



Print Summary Report

To print a summary report, begin by selecting a Service Tool.

AttendanceRecovery Service

Service Tool: Attendance Recovery Service

Attendance Recovery Type: Earned

Start Date: 05/05/2025 End Date:

Service Tool: Attendance Recovery Service

Attendance Recovery Type: Used

Start Date: 10/14/2024 End Date:

**Unified District** **Attendance Recovery Service Summary**

Generated on 06/12/2025 02:57:38 PM Page 1 of 1 Grade: 09 Birthdate: 01/12/2010 State ID:

Start Date: 05/05/2025	End Date:	Created By: Unified 0561564 05/21/2025
Associated Record Dates: 08/26/2024-Unified 0561564 05/21/2025	Attendance Recovery School: 531509 Days Used: 10	Attendance Recovery Type: Earned Hours Earned: 25
Comments:		
Start Date: 10/14/2024	End Date:	Created By: Unified 0561564 05/21/2025
Associated Record Dates: 08/26/2024-Unified 0561564; 05/21/2025	Attendance Recovery School: 531509 Days Used: 1	Attendance Recovery Type: Used Hours Earned: 0
Comments:		

Attendance Recovery Services Summary Report

## Attendance Recovery Service Detail Field Descriptions

The Attendance Recovery Service Detail includes the following fields.

Field	Description	Location
<b>Start Date</b> <i>Required</i>	The student's first day receiving Attendance Recovery services.	<b>Database:</b> AttendanceRecoveryService.startDate  <b>Ad hoc Fields:</b> Student > Learner > Attendance Recovery Service > startDate <b>(attendanceRecoveryService.startDate)</b>
<b>End Date</b>	The last day the student received services.	<b>Database:</b> AttendanceRecoveryService.endDate  <b>Ad hoc Fields:</b> Student > Learner > Attendance Recovery Service > endDate <b>(attendanceRecoveryService.endDate)</b>
<b>Associated Attendance Recovery Record Dates</b> <i>Required</i>	Selection in this dropdown ties this attendance recovery service record to an existing Attendance Recovery record.	<b>Database:</b> AttendanceRecoveryService.associatedRecordDates

Field	Description	Location
<b>Attendance Recovery Type Required</b>	<p>A coded value representing the type of time being recorded (Earned or Used).</p> <ul style="list-style-type: none"> <li>When <b>Earned</b> is selected as the Type, mark the <b>Calendar</b> checkbox and enter the <b>Hours Earned</b> value.</li> <li>When <b>Used</b> is selected as the Type, select the <b>Attendance Recovery School</b>, mark the <b>Calendar</b> checkbox, and enter the <b>Days Used</b> value.           <ul style="list-style-type: none"> <li>The Attendance Recovery School is required to save the entry when the Type is set to Used.</li> </ul> </li> </ul>	<p><b>Database:</b> AttendanceRecoveryService.serviceType</p> <p><b>Ad hoc Fields:</b> Student &gt; Learner &gt; Attendance Recovery Service &gt; serviceType <b>(attendanceRecoveryService.serviceType)</b></p>
<b>Comments</b>	<p>Additional information can be entered in the Comments text field.</p>	<p><b>Database:</b> AttendanceRecoveryService.comments</p> <p><b>Ad hoc Fields:</b> Student &gt; Learner &gt; Attendance Recovery Service &gt; comments <b>(attendanceRecoveryService.comments)</b></p>
<b>Created By</b>	<p>Displays in the Editor. This is an autogenerated name of the district, date, and timestamp indicating who created the entry.</p>	<p><b>Ad hoc Fields:</b> Student &gt; Learner &gt; Attendance Recovery Service &gt; createdByID <b>(attendanceRecoveryServicecreatedByID)</b></p>
<b>Modified By</b>	<p>Displays in the Detail Editor. Indicates the person who last saved the selected record.</p>	<p><b>Ad hoc Fields:</b> Student &gt; Learner &gt; Attendance Recovery Service &gt; modifiedByID <b>(attendanceRecoveryService.modifiedByID)</b></p>

#### State Defined Elements

Field	Description	Location
<b>Attendance Recovery School Required</b>	<p>The name of the school that will utilize the Attendance Recovery time to earn back ADA.</p> <p>This field is required when the Attendance Recovery Type is set to U: Used.</p>	<p><b>Database:</b> AttendanceRecoveryService.schoolNumber</p>
<b>Calendar</b>	<p>Indicates whether the time earned has been updated through an automated process based on student schedules.</p>	<p><b>Database:</b> AttendanceRecoveryService.isCalendar</p> <p><b>Ad hoc Fields:</b> Student &gt; Learner &gt; Attendance Recovery Service &gt; isCalendar <b>(attendanceRecoveryService.isCalendar)</b></p>
<b>Days Used</b>	<p>Indicates the count of Attendance Recovery days used to earn back ADA.</p> <p>When the Attendance Recovery Type is set to U: Used, this field must be populated, along with the Attendance Recovery School field.</p>	<p><b>Database:</b> AttendanceRecoveryService.daysUsed</p> <p><b>Ad hoc Fields:</b> Student &gt; Learner &gt; Attendance Recovery Service &gt; daysUsed <b>(attendanceRecoveryService.daysUsed)</b></p>
<b>Hours Earned</b>	<p>Indicates the accumulated time the student spent in an approved Attendance Recovery program.</p> <p>When the Attendance Recovery Type is set to E: Earned, this field must be populated.</p>	<p><b>Database:</b> AttendanceRecoveryService.timeEarned</p> <p><b>Ad hoc Fields:</b> Student &gt; Learner &gt; Attendance Recovery Service &gt; timeEarned <b>(attendanceRecoveryService.timeEarned)</b></p>

## 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 Recovery** option from the Select Federal Program dropdown list. Then determine whether to import a file or use an Ad hoc Filter.

Refer to the [Federal/State Program Update Wizard](#) 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 be added or edited using an import file. Federal or state program participation data records can also be added, edited, or deleted using an Ad hoc filter. For programs that allow an Owner to be specified, edit, delete, and overlapping record logic will be limited to records owned by this District or State Edition.

Select Federal Program:

Select Mode:

Import File:  Add/Edit Participation

Ad Hoc Filter:

Add Participation  
 Delete Participation  
 Edit Participation

**Next**

*Federal/State Program Update Wizard*

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