Attendance Recovery and Attendance Recovery Program Services (California)

Last Modified on 11/06/2026 11:31 am CST

Attendance Recovery programs provide students with more opportunities to learn and enable LEAs to offset the impact of absences and recover funding lost due to 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 instructions for using the Federal/State Program Updater to update the student's attendance recovery information.

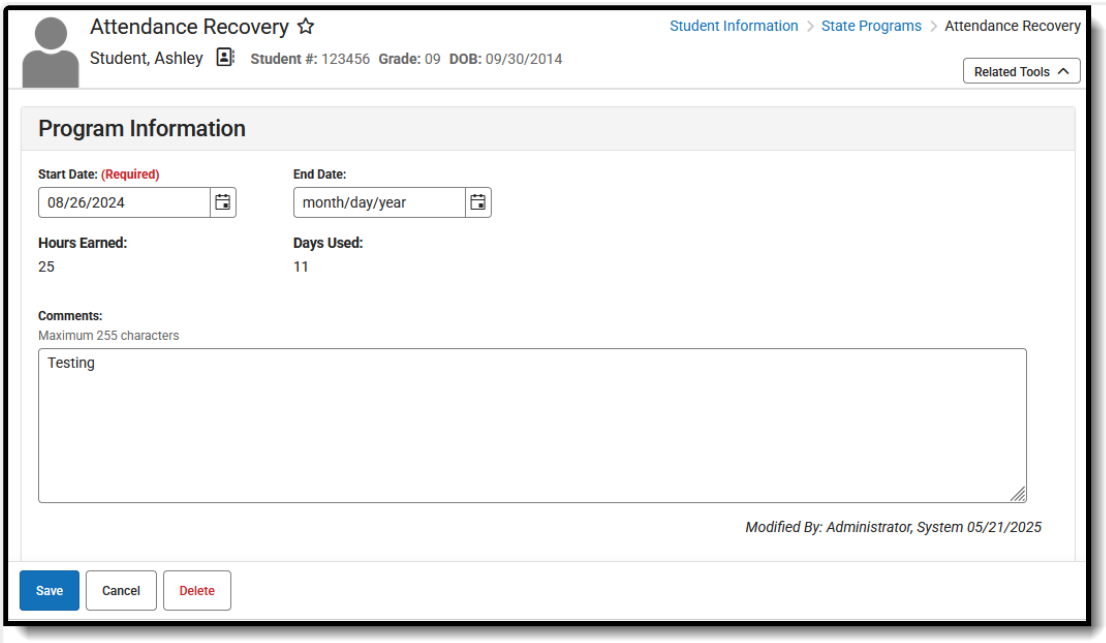
Multiple Program Services can be entered for a student.

> 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

Tool Search: Attendance Recovery

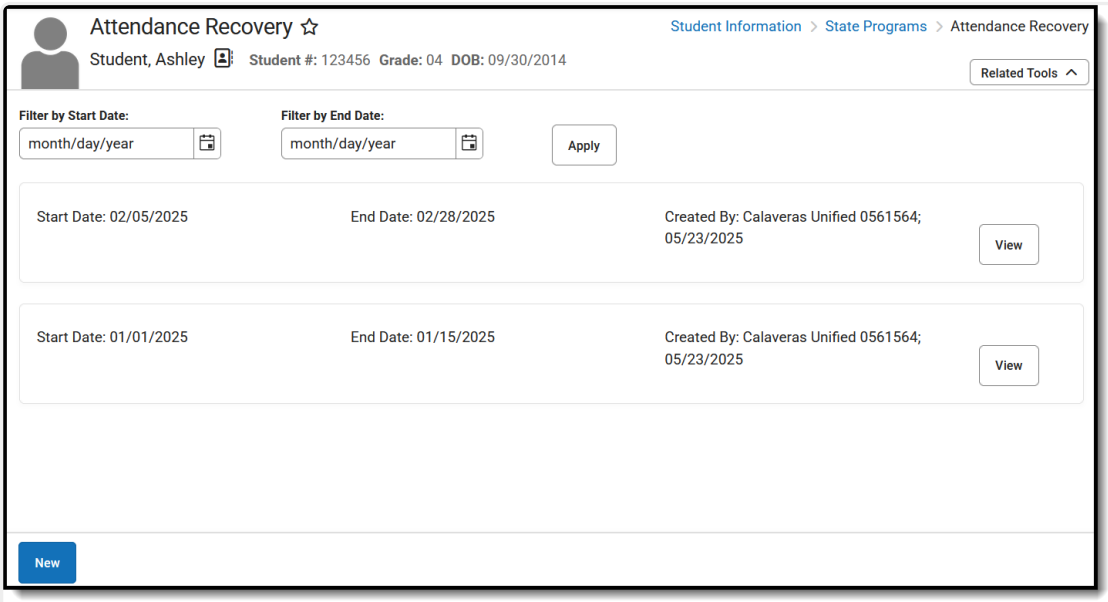
The Attendance Recovery tool tracks the start and end dates of students participating in an attendance recovery program to compensate for high absenteeism during the school year. An Attendance Recovery record is needed before an Attendance Recovery Service can be assigned to the student.



Attendance Recovery Record

Use the Federal/State Program Updater tool to import Attendance Recovery information into this tool.

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



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

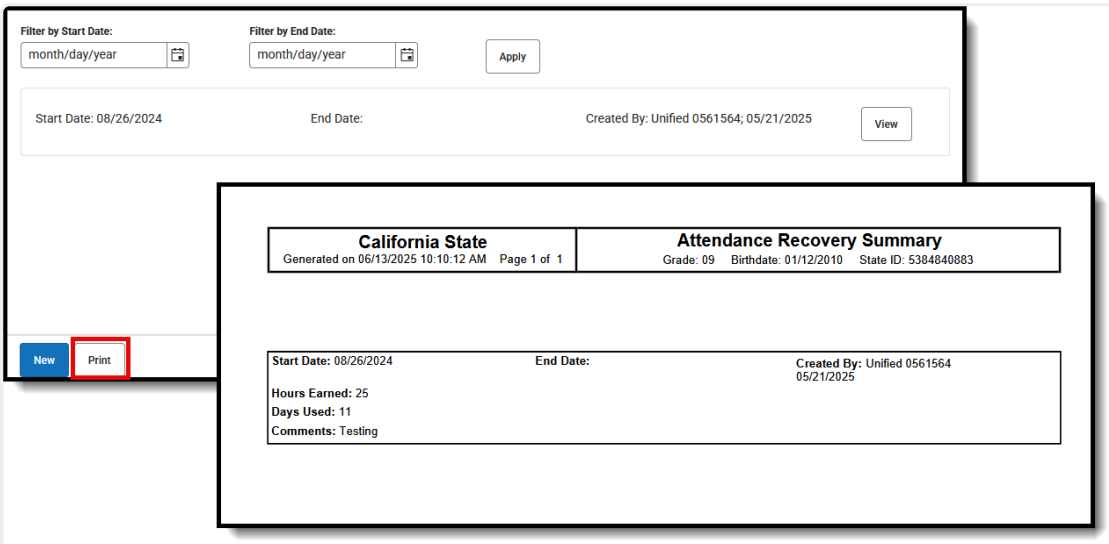
1. From the main view of the **Attendance Recovery tool,** click **New.** The Program Information editor displays.
2. Enter the **Start Date** of the program.
3. Enter any applicable **Comments** about the recovery record.
4. Click **Save.** The new Attendance Recovery record saves and is listed on the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

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

> Multiple records can be listed for the student; however, records cannot overlap in date.

Print the 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.



Attendance Recovery Print Summary

Attendance Recovery field descriptions

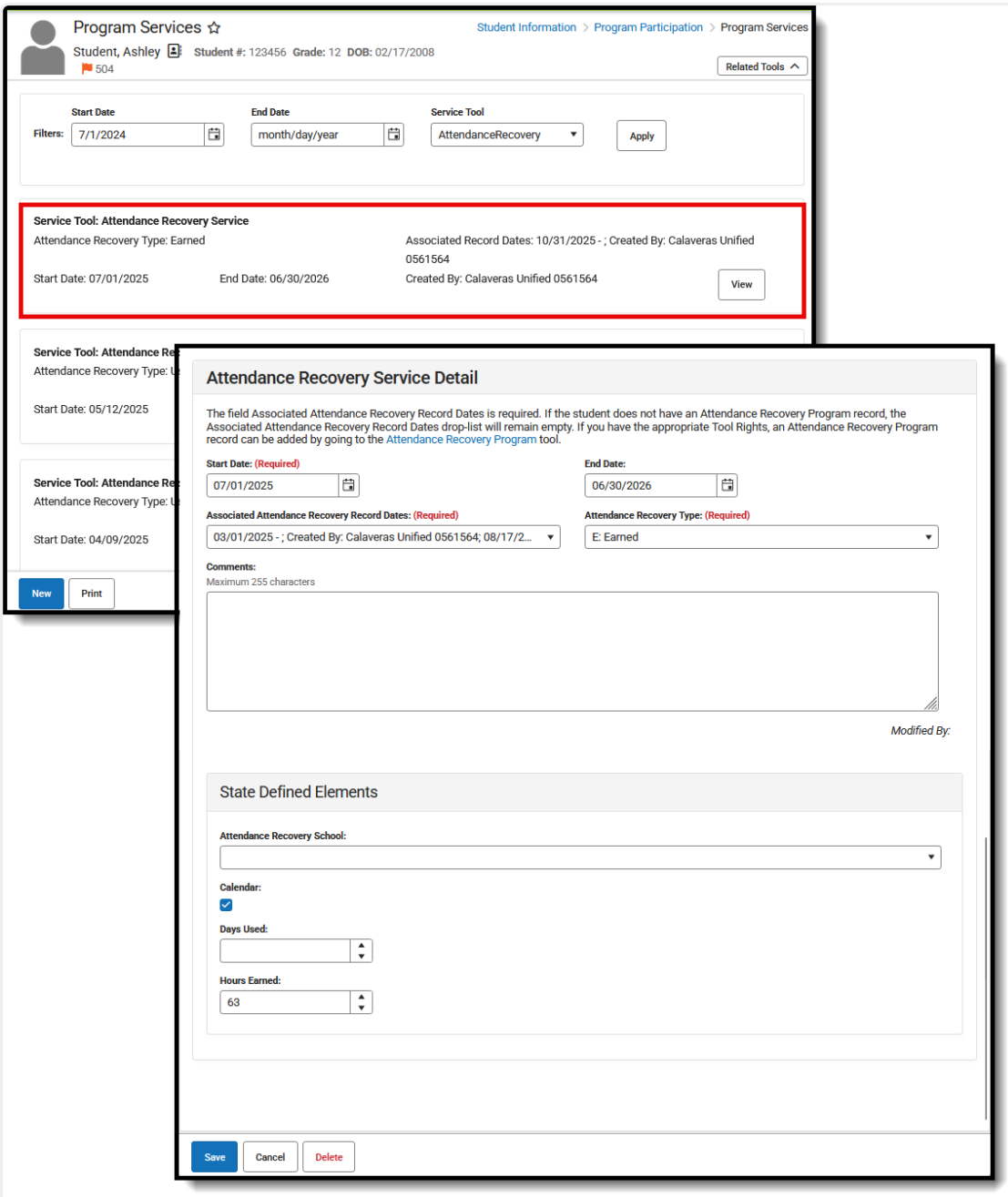
Field	Description	Location
Start Date *Required*	The first day the student was in an attendance recovery program.	**Database:** AttendanceRecovery.startDate **Ad hoc Fields:** Student > Learner > Attendance Recovery > startDate (**attendanceRecovery.startDate)**

Field	Description	Location
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)**
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 view the program details for the student, click 'View'.

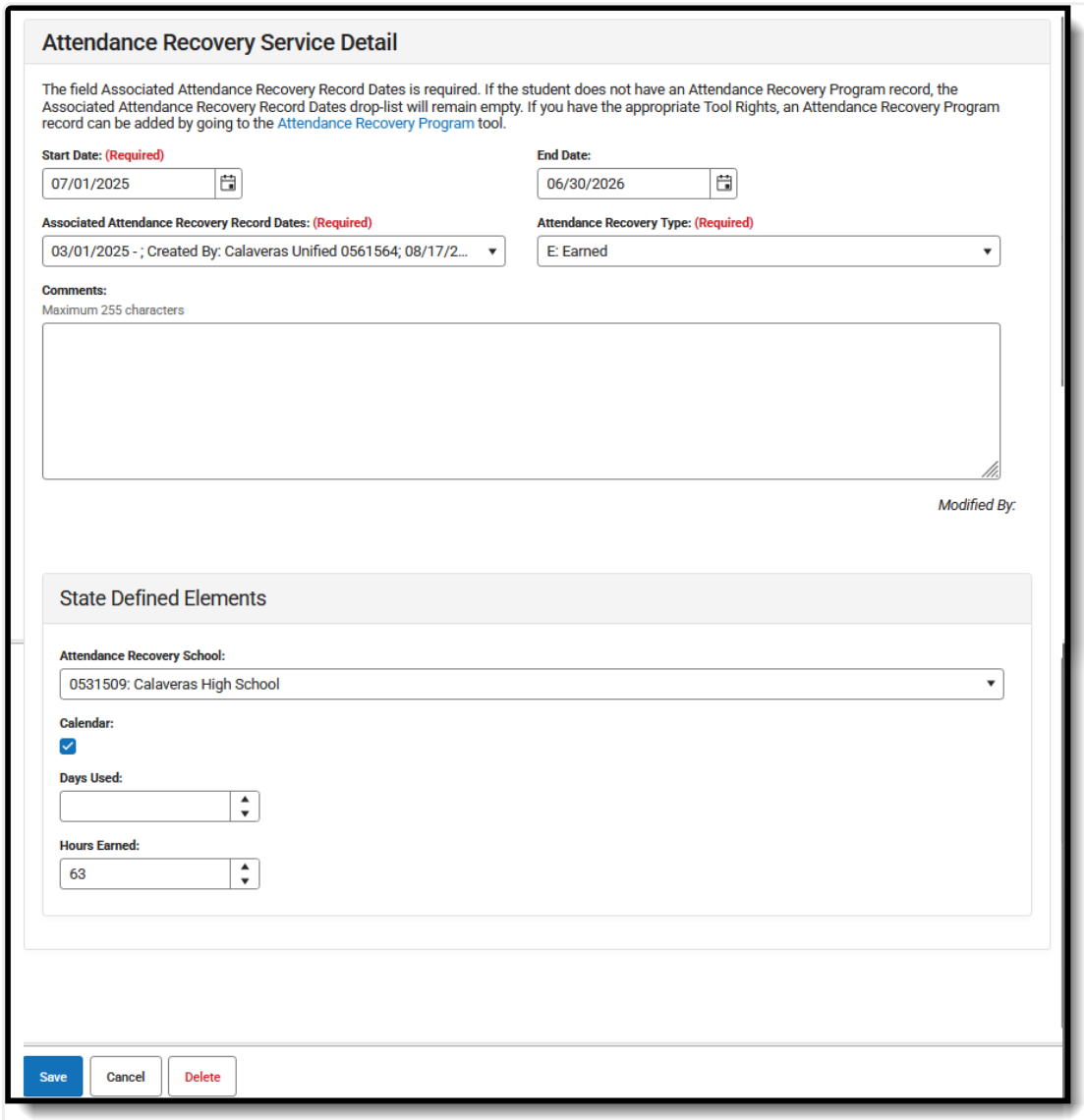


Program Services, Attendance Recovery Service Detail

Attendance Recovery Service Detail

The Service Detail includes the service start date, the recovery type, and the recovery record

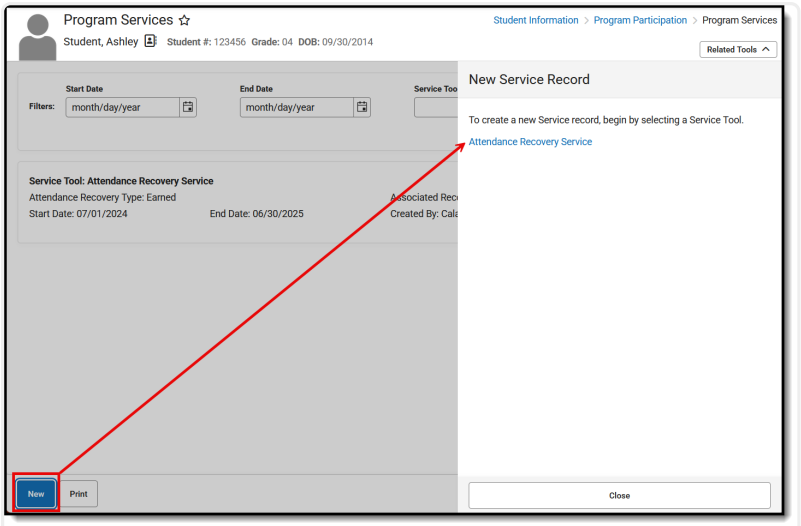
dates. The State Defined Elements include the school, the calendar, Days Used, and Time Earned.



Attendance Recovery Service Detail

Create a new Attendance Recovery Service Record

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

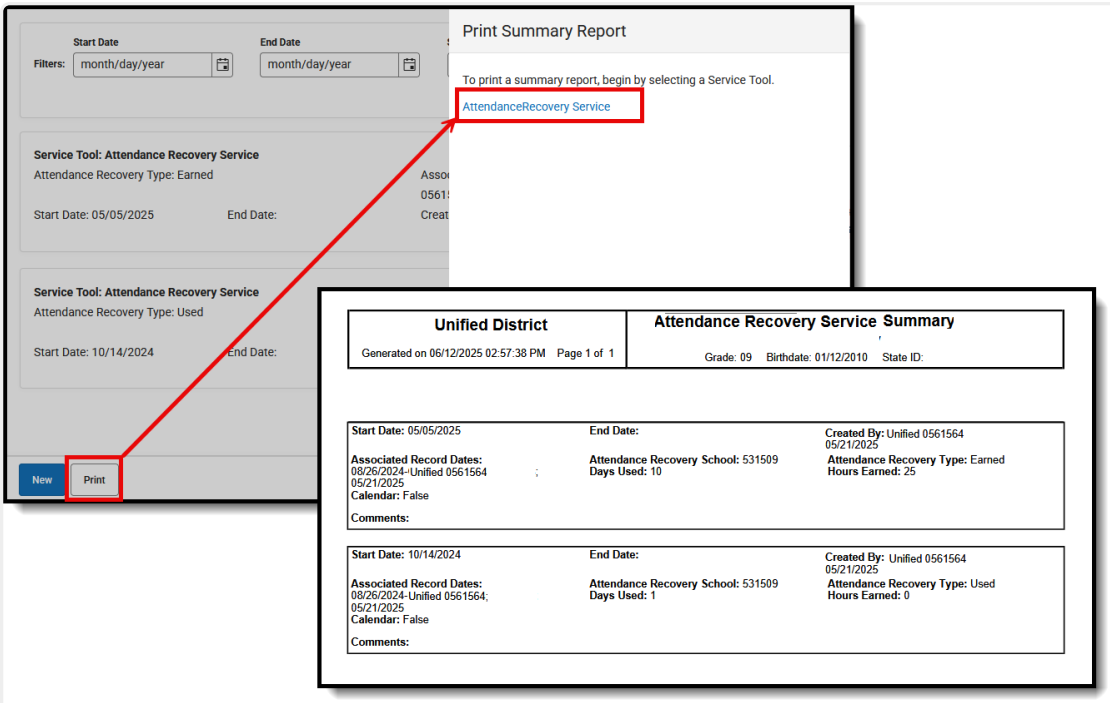


New Service Record

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.
    - 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 the 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.



Attendance Recovery Services Summary Report

Attendance Recovery Service Detail field descriptions

The Attendance Recovery Service Detail includes the following fields.

Field	Description	Location
Start Date *Required*	The student's first day receiving Attendance Recovery 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 *Required*	Selection in this dropdown ties this attendance recovery service record to an existing Attendance Recovery record.	**Database:** AttendanceRecoveryService.associated RecordDates

Field	Description	Location
Attendance Recovery Type *Required*	A coded value representing the type of time being recorded (Earned or Used). • When **Earned** is selected as the Type, mark the **Calendar** checkbox and enter the **Hours Earned** value. • When **Used** is selected as the Type, select the **Attendance Recovery School**, mark the **Calendar** checkbox, and enter the **Days Used** value. ◦ The Attendance Recovery School is required to save the entry when the Type is set to Used.	**Database:** AttendanceRecoveryService.serviceType **Ad hoc Fields:** Student > Learner > Attendance Recovery Service > serviceType (**attendanceRecoveryService.serviceType)**
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 auto-generated 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		

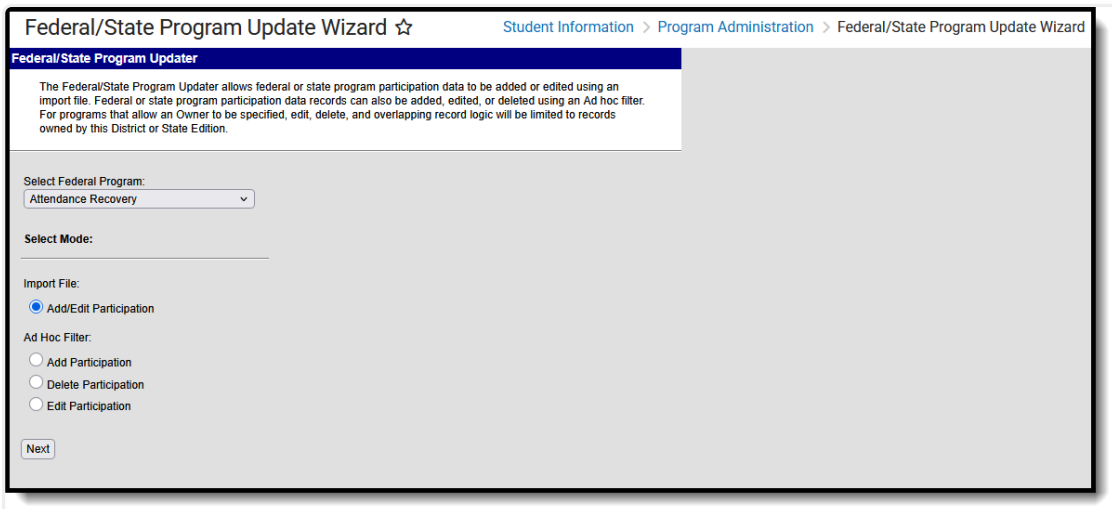
Field	Description	Location
Attendance Recovery School *Required*	The name of the school that will utilize the Attendance Recovery time to earn back ADA. This field is required when the Attendance Recovery Type is set to U: Used.	**Database:** AttendanceRecoveryService.schoolNumber
Calendar	Indicates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

wizard.



Federal/State Program Update Wizard

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