# Attendance Recovery Process

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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 record (Student Information > Program Participation > Program Services) indicates the recovery time used and the recovery time earned.

Follow your district's policies for entering this information.

## Attendance Recovery process

Step 1. Create an Attendance Recovery record for the student.

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

Step 3. Use the Federal/State Program Updater to import and update a student's Attendance Recovery information. This is done when attendance is collected in a third-party program or recorded in a spreadsheet, for example.

Step 4. When using courses to track Attendance Recovery, mark the Attendance Recovery 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.

## Options for updating Attendance Recovery hours

### Automatic process

When using courses to track Attendance Recovery, a stored procedure automatically runs on the database every morning, recalculating the hours a student earns for attending that course. The stored procedure updates the Hours Earned value entered on the student's Attendance Recovery Program Service record and replaces it with a new value, rounded down to the nearest whole hour (e.g., 2h 15m is replaced with 2h).

Hours earned are truncated to the hour by DAY, not by the individual course.

This process includes any attendance recovery records that occur after July 1 of the current year (e.g., 2024-25 Summer School calendars with Attendance Recovery dates in July, which are counted in the 2025-26 school year).

The following setup needs to be completed:

1. Create courses and sections for tracking Attendance Recovery.
    - Mark the **Attendance Recovery** checkbox on the Course Master Information (if using for course management) or Course Information editors.
    - Mark the **Attendance Recovery (Override)** checkbox on the Section Information editor. This field is marked when there are multiple sections of the course, but only one section is used for Attendance Recovery.
2. Set the System Preference of **Calculate Attendance Recovery Earned Hours Nightly** to **Yes**.
3. Mark the **School Day and Attendance** checkboxes on the Day Setup.
4. Verify that a Licensed Teacher is the teacher of record (Primary Teacher) for Attendance Recovery courses.
5. Use the Section Student Detail as an override for longer courses when only a portion of that course counts for Attendance Recovery. For example, the student may be scheduled into a three-hour after-school program, but only the first hour is "taught" by a licensed teacher.

Follow the Attendance Recovery Process steps above for recording attendance recovery data.

**Best practice**

The recommended process is to create separate Attendance Recovery courses to track hours attended and hours earned, allowing students to make up missed days. This way, the calculation work is done for you automatically.

## Manual process

No additional setup is needed when manually updating Attendance Recovery hours. Schools are responsible for updating the Hours Earned and Days Used values in the Attendance Recovery Service record regularly.

The Federal/State Program Updater can be used to import and update a student's Attendance Recovery information.

# Updates to attendance after June 30

Attendance data is tied to calendar dates from July 1 to June 30. To properly record Attendance

Recovery dates in the correct year, the automated process looks at any calendar that crosses July 1 of the current school year.

- Job 1 runs from the current date through June 30, 2026, and processes records from:
  - 24-25 Summer school (7/1 and later)
  - 25-26 Regular Elementary Calendar
  - 25-26 Summer school (dates 6/30 and earlier)
- Job 2 runs from July 1, 2026, and after, and processes records from:
  - 25-26 Summer School (dates 7/1 and later)
  - 26-27 Regular Elementary Calendar

After June 30 of the current year, no recalculation of Attendance Recovery days occurs for the 25-26 school year.

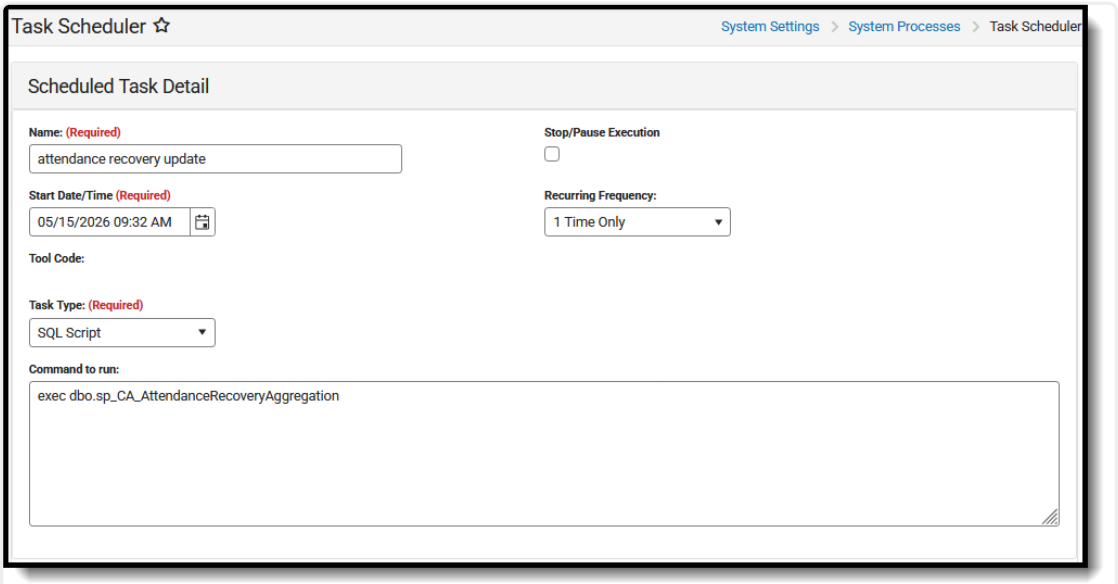
The following options can be used to adjust 25-26 attendance. These can be run multiple times a day when entering and verifying data.

## Option 1. Create a task using the Task Scheduler

Tool Search: Task Scheduler

Create a new scheduled task with the following values:

- **Name:** Attendance Recovery Update
- **Start/Date Time:** Use the current date and time ( anytime other than 5 AM)
- **Recurring Frequency:** 1 Time Only
- **Task Type:** SQL Script
- **Command to run:** exec dbo.sp_CA_AttendanceRecoveryAggregation




*Task Scheduler for Attendance Recovery Dates before June 30*

The above example is set to run one time; to run again, change the start date/time. Or to auto-run on a regular basis, set the Recurring Frequency to hourly, daily, weekly, or monthly.

### Option 2. Database access

If you have access to the Campus database, run the following stored procedure from there:

```
exec dbo.sp_CA_AttendanceRecoveryAggregation '06/30/26'
```

## Reporting

Attendance Recovery fields are available in the Filter Designer. See the Field Description tables for both Attendance Recovery and Attendance Recovery Program Services for information.

For state reports, the following reports include Attendance Recovery information:

- CALPADS Student Absence Summary
- Monthly Attendance Register
- Monthly Attendance Summary
- ADM and ADA Detail

## What's next

Once you have determined how your district will be managing Attendance Recovery data:

- Create Attendance Recovery records for all students, even if they don't have any attendance recovery hours to track. Having a blank attendance recovery record with a start date of the first of the school year or the student's enrollment date does not affect any reporting or recovery tracking.
- Create Attendance Recovery Program Service records for students when there are hours/days to record. At this point, the hours earned and days used are reported.