

SITE OPERATIONS CIRCULAR NO. 1024

Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: November 10, 2005

To: All School Principals and Attendance Clerks

Subject: CalWORKs SCHOOL ATTENDANCE PROGRAM

Department and/or Persons Concerned: Principals, Deans of Students, Counselors and Attendance Clerks

Due Date: As necessary

Reference: None

Action Requested: Review and comply with request outlined in circular.

Brief Explanation:

The California Work Opportunity and Responsibility to Kids Act (CalWORKs) program mandates regular school attendance for all school-age (6-18) children who receive CalWORKs benefits. In 1999, the County of San Diego Health and Human Services Agency (HHSA) implemented a policy requiring monthly attendance verification via an automated data match system. In August 2004, HHSA suspended the automated monthly tracking procedure but is now implementing a new procedure.

Effective November 1, 2005, HHSA will begin monitoring school attendance for CalWORKs recipients as follows: School attendance verification must be submitted twice a year, commencing November, December, or January, and again in May, June or July. HHSA will send parents reminder notices by the last day of the preceding month and they will typically have 30 days to comply. Recipients will be required to provide the most recent report card or progress report as verification of school attendance.

In lieu of submitting a report card or progress report, recipient may choose to submit a School Attendance Verification Form/07-31HHSA (Attachment A). In this case, recipient must request the form from the HHSA caseworker, have the school complete the SCHOOL USE ONLY section and then recipient should return the completed form to the HHSA caseworker. The school should retain the pink copy in a confidential file. The 07-31 form should be familiar to most of you; however, you will not have to input the student's Social Security number since there will no longer be a data match. In addition, the SCHOOL USE ONLY section has been modified. There is a choice of meets regular attendance standard or does not meet regular attendance standard (as set by the school). For this purpose, the site should use HHSA's guideline that "meets regular attendance standard" is defined as no more than nine unexcused absences during the school year. We recognize that this is a different standard than that used for purposes of truancy and does not alter or affect that standard. To retrieve attendance information, go to Zangle Desktop/Attendance/Attendance Reports Menu/Detail Student Attendance.

If you have any questions regarding this program, please contact Ruth Richards at (619) 725-5678.

Stacy Jones
Executive Director
Student Services

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is written in a cursive style with a large initial "G".

Geno Flores
Deputy Superintendent

SJ:rr

Attachment

Distribution: Lists B, D, E, and F

SAN DIEGO COUNTY
HEALTH AND HUMAN SERVICES AGENCY

SCHOOL ATTENDANCE VERIFICATION

Student Name:	Date:
Student SSN:	Student Birth date:
Student Address:	

State law requires verification of school attendance information for all school age children receiving CalWORKs benefits.

You must take this form to your child's school for completion and you must return the completed form to your worker no later than_____.

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize the release of information including the student's name, birth date, address, and attendance records requested herein for the above named student to the County of San Diego Health and Human Services Agency (HHSA).

STUDENT/PARENT/CARETAKER/GUARDIAN COMPLETE THIS SECTION
Signature of Parent/Caretaker/Guardian or 18 year old Student _____
Print name of person signing this authorization: _____

- SCHOOL USE ONLY -

Please answer the questions below, retain the pink copy for school record and/or future correspondences with HHSA, and return the white and the yellow copies to the parent or student.

Name of School/Program _____

Student's address of record _____
(Number, Street, Zip Code)

Please indicate by marking "X" in **only** one box below.

- The above named student: Meets regular attendance standard set by the school.
- Does not meet regular attendance standard set by the school.
Total Number of **unexcused** absences for the school year_____.

If student is attending high school, month/year of anticipated graduation _____.

School Stamp	Date:
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COUNTY USE ONLY	
Case Name: Case #	HSS Name: HSS #:

07-31 HHSA (09/05) **White**-County **Yellow**-Parent **Pink (2)**-School (09/07)