

STANDARD OPERATING PROCEDURE 5.06: ATTENDANCE MONITORING PROCESS

July 1, 2025

A. PURPOSE

The ATTENDANCE MONITORING PROCESS ensures that all attendance data for St. Aloysius schools is being reported timely and accurately to the sponsor and the Ohio Department of Education. This also ensures that information is available for the Ohio Auditor of State, Ohio Department of Education or other stakeholders.

B. APPLICABILITY

The ATTENDANCE MONITORING PROCESS applies to the Legal Department, the Management Team, and all CSS staff attending governing authority meetings and completing on-site visits.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **Legal Department**
Other Departments: *Management Team*
 C Suite Level Executives

D. PROCEDURE

The ATTENDANCE MONITORING PROCESS begins at the start of each school year and is initiated and monitored by the Legal Department.

1. In September/October of each school year the Legal Department sends an email and link to an online folder containing the spreadsheet and folders for supporting documents to all school leaders, principals, superintendents, and management company personnel providing details about what information needs to be included in the school's attendance report, a date to perform each attendance count, a link to the training on HB 410 and a due date for submission of each count to CSS.
 - a. Count dates will be in October and November.



- b. If a school is closed on the day of a required count, it may change the date the count will be conducted.
 2. The Legal Department prepares an internal spreadsheet which captures the following information for each school:
 - a. Enrollment
 - b. Attendance
 - c. Attendance Rate
 - d. Lunch Count, if applicable
 - e. Sign-in and Sign-out Sheets, if applicable
 - f. Chronic absenteeism rate from the report card when released from DEW.
 - g. If the School is required to develop the One Plan based on the report card GAP indicator related to chronic absenteeism this will be collected with the intervention letter if applicable.
 3. All documents received from the schools are reviewed and the data is logged on the internal spreadsheet.
 - a. The Legal Department will place all of the documents received from the schools into the Attendance Worksheets folder on the Shared Drive as supporting documentation.
 - b. At the close of the Attendance period, the Legal Department will verify that all supporting documentation is in the Attendance Worksheets folder.
 - c. Reminders are sent to the responsible school personnel for submission of the student counts if the reports are not received by the due date.
 4. The Legal Department shall review any schools that have not submitted the necessary documentation or schools that have any other attendance discrepancies and determine if an intervention is needed.
 5. The Legal Department divides the attendance counts by the enrollment counts that were submitted by the school to determine attendance percentage rate.
 6. The Legal Department shall prepare a Low Attendance spreadsheet of schools that meet the following requirements:
 - a. DOPR (Drop-out Prevention and Recovery) schools with attendance percentage rates lower than 25% for two (2) reporting periods.
 - b. Traditional community schools with an attendance percentage rate of 89% or less for two (2) reporting periods. If the school does not submit required documentation for two (2) reporting periods, the Legal Department shall determine if an intervention is needed.
 - c. The Management Team shall review the Low Attendance spreadsheet at its next scheduled meeting.
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7. If applicable, the Management Team shall assign a CSS representative based on availability and proximity to visit the schools listed on the Low Attendance spreadsheet and collect documentation related to attendance.
 - a. At the visit, the CSS representative will collect documentation showing current days attendance rate.
8. After the visit has taken place, the CSS Representative shall notify the Legal Department of the results of the attendance review via email.
9. Legal Department shall calculate new percentages and update the Low Attendance spreadsheet. If the discrepancy is confirmed (i.e. the attendance rate is below 25% for DOPR schools or 89% for traditional schools) after the visit, the Legal Department shall send the school an intervention letter regarding attendance rates.
10. If the school fails to increase its attendance rates, the school may be placed on intervention as determined by the Management Team and the C Suite Level Executives (see Intervention Process).

E. DOCUMENTATION

All ENROLLMENT AND ATTENDANCE MONITORING PROCESS documents will be saved in the shared drive.

F. GLOSSARY

Attendance, site visit, count dates, enrollment, lunch count, chronic absenteeism, absenteeism rate, GAP indicator, Low Attendance Spreadsheet

G. CROSS REFERENCED SOP'S

Standard Operating Procedure 3.01 – Intervention Process

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025
