# District Days, Hours, and Attendance Tracking Document

District Name:

School Year:

**INSTRUCTIONS**: Districts who “Satisfied” minimum days, hours, and attendance requirements (those who completed only abbreviated data entry in EEM D/CH) must submit this tracking document (or a PA-46 form) to the ISD **no later than July 15.**

## EXCEPTIONS

1. **Does the district have an MDE-approved waiver lowering the day, hour, or attendance requirement for any building/program?**  **Yes**  **No**
   1. If yes, identify program and list the days/hours targets required by waiver:
2. **Did your district operate under a collective bargaining agreement that allowed you to operate fewer than 180 days district-wide?**  **Yes**  **No**
   1. If yes, list number of days per CBA:
3. **Did your district comply with Section 101(10) to count up to 38 hours of professional development toward minimum days/hours?**  **Yes**  **No**
   1. If yes, district must certify statutory compliance by submitting a signed PA-QPD annual certification statement to the ISD.

## TABLE A INSTRUCTIONS: Please use your district’s DA-45 Auditor Review Form to report student days (A2) and QPD days (A3), plus student hours (A8) and QPD hours (A9) for each building/grade/program below.

## TABLE A - DAYS AND HOURS (Please delete the sample program data before you begin)

| A1 | A2 | A3 | A4 | A5 | A6 | A7 | A8 | A9 | A10 | A11 | A12 | A13 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Group Number) Name of Building/Grade/Program | Number of Student Days | Number of QPD days (only input *§101(10) eligible PD days)* | Total Days Canceled (from Table B) | Total Days Rescheduled (from Table B) | Days Forgiven | Total Days  (A2+A3 - A4 +A5+A6) | Number of Student Hours | Number of QPD Hours  (only input *§101(10) eligible PD hours)* | Total Hrs Canceled  (from Table B) | Total Hours Rescheduled  (from Table B) | Hours Forgiven | Total Hours  (A8+A9 - A10 +A11+A12) |
| *Sample Program* | *178* | *2* | *5* | *0* | *5* | *180* | *1088.56* | *10.00* | *31.25* | *0* | *31.25* | *1098.56* |
| *(1):* |  |  |  |  |  |  |  |  |  |  |  |  |
| *(2):* |  |  |  |  |  |  |  |  |  |  |  |  |
| (3): |  |  |  |  |  |  |  |  |  |  |  |  |
| (4): |  |  |  |  |  |  |  |  |  |  |  |  |
| (5): |  |  |  |  |  |  |  |  |  |  |  |  |
| (6): |  |  |  |  |  |  |  |  |  |  |  |  |
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| (8): |  |  |  |  |  |  |  |  |  |  |  |  |
| (9): |  |  |  |  |  |  |  |  |  |  |  |  |
| (10): |  |  |  |  |  |  |  |  |  |  |  |  |
| (11): |  |  |  |  |  |  |  |  |  |  |  |  |
| (12): |  |  |  |  |  |  |  |  |  |  |  |  |

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**TABLE B INSTRUCTIONS**: Report all events were instructional days or hours were canceled this year.In Section B2, indicate if cancellation was full day, late start, or early release (A, B, C), and the reason for the cancellation. In Section B3, list the hours canceled for each building/program (corresponding to #1-12 from Table A on prior page).

## TABLE B - CANCELLATION TRACKING

| B1 | B2 | B3 | | | | | | | | | | | | B4 | B5 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Type and Reason   1. Full Day Canceled (plus Reason) 2. Late Start (Reason) 3. Early Release –(Reason) | Canceled Hours Impacting Each Group (#1-12 Identified in Table A1) | | | | | | | | | | | | Date School  Rescheduled | Number of Hours  Rescheduled |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |  |  |
| *11/26/21* | *A – (COVID Infection Rates)* | *6.25* | *6.25* | *6.25* | *6.33* | *6.37* | *6.37* | *-* | *-* | *-* | *-* | *-* | *-* | *N/A* | *0* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# District Days, Hours, and Attendance Tracking Document

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School Year:

**TABLE C INSTRUCTIONS**: Complete a row for each date where district-wide attendance fell below the 75% requirement. If district did not have any days fall below attendance target, write “N/A” in Row 1 and sign certification. Note this document may be signed electronically via Adobe.

**Please remember to attach district’s 75% daily attendance report run from district’s SIS.** If SIS cannot create 75% report, use form PA-45B from our website.

C1: Date

C2: Number of Pupils Scheduled – Report the number of pupils who were scheduled to attend school on the given date. *Pupils who were present for any portion of the day count as present in your 75% calculation (this calculation does not use the “at least 50% of the day” criteria required for chronic absenteeism).*

C3: Number of Pupils Present – Report the number of pupils in attendance district-wide on the given date.

C4: Percent in Attendance – Divide column C3 by column C2.

C5: Attendance Requirement for Date – 75% for 180 (50% for districts with an alt. ed. waiver from the Department).

## TABLE C – 75% ATTENDANCE TRACKING

| 1 | C1 | C2 | C3 | C4 | 2 | C1 | C2 | C3 | C4 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Number of Pupils Scheduled | Number of Pupils Present | Percent in Attendance | Date | Number of Pupils Scheduled | Number of Pupils Present | Percent in Attendance |
|  | 9/24/21 | 3107 | 2299 | 73.9 |  |  |  |  |  |
| 1: |  |  |  |  | 14: |  |  |  |  |
| 2: |  |  |  |  | 15: |  |  |  |  |
| 3: |  |  |  |  | 16: |  |  |  |  |
| 4: |  |  |  |  | 17: |  |  |  |  |
| 5: |  |  |  |  | 18: |  |  |  |  |
| 6: |  |  |  |  | 19: |  |  |  |  |
| 7: |  |  |  |  | 20: |  |  |  |  |
| 8: |  |  |  |  | 21: |  |  |  |  |
| 9: |  |  |  |  | 22: |  |  |  |  |
| 10: |  |  |  |  | 23: |  |  |  |  |
| 11: |  |  |  |  | 24: |  |  |  |  |
| 12: |  |  |  |  | 25: |  |  |  |  |
| 13: |  |  |  |  | 26: |  |  |  |  |

## DAYS, HOURS, AND ATTENDANCE CERTIFICATION

I certify the data submitted in Tables A, B, and C of this tracking document are true and accurate to the best of my knowledge.

Printed Name:

Title:

Signature:

Date: