



## ADMINISTRATIVE PROCEDURE 5420 ATTENDANCE OF CHILDREN IN TRANSITION

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**Responsible:** Department of Student Accounting

### **PURPOSE**

This administrative procedure shall describe the protocol for taking attendance of students coded as "children in transition" (CIT).

### **PROCEDURE**

1. With the passage of the McKinney Vento Act in 1982 and subsequent reauthorization under Title X, Part C of NCLB, it has become incumbent upon the District to work with students who are In Transition and struggling to attend school.
2. CIT is an attendance code that may be used to designate any absence as excused for a Child In Transition **only when the absence is related to being in transition**. When a student who has been identified as a Child in Transition is **absent related to being in transition**:
  - a. Attendance personnel will code the absence CIT.
  - b. Attendance personnel must enter a comment explaining how the incident was related to being in transition in the area for attendance comments for each day excused with the CIT code.
  - c. Attendance personnel must for each incident in which CIT is coded, notify, via email, Katie Morales, Child in Transition Coordinator:
    - i. The comment entered
    - ii. The number of days marked CIT
    - iii. The student name
    - iv. The student's ID
    - v. The student's birthdate
    - vi. The school attended
  - d. The absence is excused and does not count against the 90% attendance rule.
  - e. Just as with any excused absence, the absence **DOES** count against the school's overall ADA.

## **DESIRED OUTCOMES**

1. This Administrative Procedure is designed to give school staff direction on attendance codes for children in transition.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 392, Pupils, and specifically:
  - a. NRS 392.040, Attendance required for child between 7 and 18 years of age; minimum age required for kindergarten and first grade; waiver from attendance available for child 6 years of age; developmental screening test required to determine placement; effect of military transfer of parent of child
3. This Administrative Procedure complies with the McKinney Vento Act in 1982 and subsequent reauthorization under Title X, Part C of No Child Left Behind.

## **REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed annually.

## **REVISION HISTORY**

Date	Revision	Modification
5/2012	1.0	Adopted as Accepted Practice
11/2012	2.0	Revised
1/03/2014	3.0	Revised: converted to Administrative Procedure