



Administrative Procedure 5420 ATTENDANCE OF CHILDREN IN TRANSITION

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure establishes the protocol for taking attendance of students coded as "children in transition" (CIT) in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. With the passage of the McKinney Vento Act in 1982 and subsequent reauthorization under Title X, Part C of NCLB, it is 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 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, Brittney Kucera, 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 does count against chronic absenteeism and possible retention/failure.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the District's governing documents, to include:
 - a. Board Policy 5400, Student Attendance
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 |
| 5/16/2019 | 4.0 | Revised to comply with new attendance procedures |