



July 29, 2013

**ORANGE COUNTY
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OF EDUCATION**

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TO: Attendance Accounting Personnel

FROM: Rosalee Hormuth, Manager
Business Services

SUBJECT: **2013-14 Calendar of Attendance Activities**

Enclosed is a calendar of attendance activities for the 2013-14 school year. Please note that this reporting schedule applies only to those school districts that adopted the suggested school calendar from the Orange County Department of Education. If your district starts school prior to or later than the week of September 2, 2013, your monthly attendance reports will be due two weeks after the close of your school month. The period reporting due dates for attendance will remain the same.

If you have any questions regarding this information, please contact Kristiana Trucios at (714) 966-4232.

RH:kt

Enclosures

cc: Directors/Managers, Business
Chris Lombardo, Business Services

ORANGE COUNTY DEPARTMENT OF EDUCATION

CALENDAR OF ATTENDANCE ACTIVITIES FOR ELEMENTARY AND SECONDARY SCHOOL

2013-2014 SCHOOL YEAR

Attendance reports (AR-3 or equivalent) must be filed with the Orange County Department of Education on a monthly basis, usually two weeks following the close of the month. J-18/19 and J-22 reports (with supplements) are filed with the California Department of Education three times each school year. The following schedule has been established for districts that have adopted the school calendar guidelines approved by the California Board of Education. **If your first school month begins on a date other than the week of September 2, 2013, your attendance reports are due 2 weeks after the close of the school month.**

SCHOOL MONTHS

MONTHLY REPORTS DUE INTO COUNTY OFFICE

- | | |
|--------------------------------------|-------------|
| 1. September 2 - September 27 | October 11 |
| 2. September 30 - October 25 | November 8 |
| 3. October 28 - November 22 | December 6 |
| 4. *November 25 - December 20 (b, c) | January 3 |
| 5. January 6 - January 31 | February 14 |
| 6. February 3 - February 28 | March 14 |
| 7. March 3 - March 28 (a,d,e) | April 11 |
| 8. March 31 - April 25 | May 9 |
| 9. April 28 - May 23 | June 6 |
| 10. May 26 - June 20 (f,g) | July 3 |

- a** The following information is regarding the preparation of Form J-7 (**not** Form J-7CSR). For school months 1-7, the enrollment of each class for grades K-3 should be checked on the last day of each month. To avoid penalties, any given class in kindergarten may have a 7-month average of 33 as long as the district wide average does not exceed 31. Any given class in grades 1-3 may have a 7-month average of 32 as long as the district average does not exceed 30. This is reported on the Form J-7 (see "e").

Note: For classes participating in grades K-3 Class Size Reduction, the Form J-7CSR is different from the Form J-7 and is to be filed for the full enrollment period (first day of instruction through April 15). Please review the instructions for each form for further details regarding calculating and averaging class size.

- b** End of Period 1 attendance for districts using **this** calendar.
- c** First period reports of attendance are due in the County office **no later than January 8, 2014**.
- d** End of Period 2 attendance reporting for districts using **this** calendar.
- e** Second period reports of attendance are due in the County office **no later than April 24, 2014**.
(The Form J-7CSR due date is different than the P-2 due date)
- f** End of Annual attendance reporting.
- g** Annual reports of attendance for all districts are due **no later than July 8, 2014**.

*This office has established the due dates above in order to provide time for County Department of Education personnel to audit and certify period attendance reporting forms. **Every attempt should be made by districts to meet these deadlines so that the forms are submitted to the California Department of Education in a timely manner.** If a problem exists, please contact Kristiana Trucios at (714) 966-4232.*

* Two weeks of winter recess excluded in counting 20-day school month (E.C. 37201).