

Idaho Division of Professional-Technical Education

FY2010 Instructions for Reporting Professional-Technical School Attendance

Completing the “Professional-Technical Secondary School Attendance Report”

Attendance Schedule - List/describe the weekly attendance schedule(s) used by your school. (e.g.: M - F; M, W, F every other week and T, Th every other week; etc.)

Days in Session - For each week, report the number of days the school provided instruction.

Vacation Days - For each week, report the number of days the school **would normally have been opened for instruction**, but was closed due to a scheduled vacation.

Aggregate Attendance - For classes that meet **more than two and one-half hours per day** (> 2.5 hours), record the weekly total of student attendance (head count) for each week.

Aggregate Hours - For students attending **less than two and one-half hours per day** (< 2.5 hours), add the daily hours for those students together for the weekly aggregate hours.

- Within the same week a student may have attendance recorded in both the “Aggregate Attendance” column for days he/she attended more than 2.5 hours and the “Aggregate Hours” column for days he/she attended that are less than 2.5 hours.
- No student may have attendance for a specific day recorded in both columns. No student can generate more than one-half (0.5) ADA.

Note: Conversion to full-day equivalency will be done at the State level.

Clinical Hours: - For students completing a clinical approved course the hours of attendance may vary from week to week depending upon instructional activities. The maximum total hours of attendance for each student may not exceed the hours of instruction of the approved courses on the 10D form by semester.

What records to keep – For audit purposes, remember to retain daily attendance information to support the attendance report. This information is subject to review by both your local CPA and the Division of Professional-Technical Education.

When and where to mail - The 2009-2010 reporting periods are:

Reporting Period	Begins	Ends	Report Due
First Reporting Period	7/6/09	11/6/09	11/13/09
Second Reporting Period	11/9/09	3/5/10	3/12/10
Third Reporting Period	3/8/10	End of School	One week later

Please retain a copy for your records and send an electronic copy of the completed forms to Glenn Orthel at gorthel@pte.idaho.gov. You can also contact Glenn at 334-3216.

NOTE: You are no longer required to submit a copy of the PTS Attendance Report to the Department of Education.