TO: Site Administrators, Office Managers, SSOAR Leads

FROM: Helene Morris, Ed.D., Director of Administrative Services

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SUBJECT: SSOAR PROCESS

Attached you will find a detailed process of the Saturday School Opportunity Attendance Recovery (SSOAR). This is an important program in our District. Ideally, each school site should host one session per month, with the <u>minimum</u> requirement of three SSOAR sessions per school year. Keep in mind that this SSOAR process is designed to respond to the problem of lost instructional time and State funding due to an absence. The only recoverable codes to report are A=Absence, U=Unexcused, E=Excused. Students can only recover ONE occurrence or absence for EVERY SSOAR session. Students cannot recover an <u>upcoming</u> absence, or an absence due to suspension.

a) School sites will generate a report of recoverable absences and will generate and send out SSOAR invitation letters to the identified students, two weeks prior to a SSOAR session:

        Steps on how to generate SSOAR letters:

    1. Run Attendance Report:
- Go to System Reports
- Attendance Count
- Select All Students
- Select the codes: A, U, E (by pressing command + right click with your mouse)
- Select HR (homeroom)
- Select the dates you want to run the report.
- Minimum of Total Occurrences: 1
- Click Submit and View the Attendance Report.

    2. In the Attendance Report on the bottom you will see the word "Functions".
- Click on Functions and you will see a list of reports and click on Print Reports. Once you click there, it will take you to another window and it will ask you: Which report would you like to print? Click on those arrows and select: "SSOAR LETTER". Click submit and the report is generated with the name of the students in alpha order ready to print. Please remember that the report DOES NOT print the SSOAR dates, (you will have to email Trish or Beci with the specific SSOAR date before generating the letters so they can add the date to the letter).

b) The Tuesday before SSOAR session: School sites will include in the SSOAR Google Spreadsheet the number of invitees they are expecting to the SSOAR session. CWA needs to coordinate with Nutrition Services the number of snacks that will be served the day of the session. Please refer to the SSOAR Meal Instructions document provided by Nutrition Services.

c) The Tuesday before SSOAR session: School sites will include in the SSOAR Google Spreadsheet the locations of classrooms and restrooms to be utilized the day of the session. CWA needs to inform Maintenance and Operations.

d) School sites need to recruit SSOAR teachers. A ratio of 25+ students to 1 staff is the expectation. Teachers get paid for **5.5** hours (five hours and thirty minutes) 7:45 a.m. – 12:30 p.m. Teachers are allowed 45 minutes of prep time per SSOAR session. Regular

teacher rate: $48.82/hour. Substitute-teacher: $60 half-day and $120 per full day. (See budget numbers below to pay to a **Regular teacher**)

0109910109-1101	**SSOAR Acacia**
0109911109-1101	**SSOAR Beechwood**
0109912109-1101	**SSOAR Commonwealth**
0109913109-1101	**SSOAR Fern Dr**
0109930109-1101	**SSOAR Fisler**
0109915109-1101	**SSOAR Golden Hill**
0109916109-1101	**SSOAR Hermosa**
0109917109-1101	**SSOAR Ladera Vista Jr High**
0109918109-1101	**SSOAR Laguna Rd**
0109919109-1101	**SSOAR Maple**
0109920109-1101	**SSOAR Nicolas Jr High**
0109921109-1101	**SSOAR Orangethorpe**
0109922109-1101	**SSOAR Pacific Dr**
0109923109-1101	**SSOAR Parks Jr High**
0109924109-1101	**SSOAR Raymond**
0109925109-1101	**SSOAR Richman**
0109926109-1101	**SSOAR Rolling Hills**
0109927109-1101	**SSOAR Sunset Ln**
0109928109-1101	**SSOAR Valencia Park**
0109929109-1101	**SSOAR Woodcrest**

e) School sites need to recruit one SSOAR office staff person. Sites can offer SSOAR sessions to the school office manager or clerk depending on interest, seniority and equality. If you need an office staff sub, please contact CWA. Office clerk will get paid for 5.25 hours (five hours and fifteen minutes) 7:30 a.m. - 12:45 p.m.

f) Principal/AP will have a full workday on his/her calendar. Site can fund an admin designee, provided that the designee is certificated.

g) The day of SSOAR, student attendance logs will be accurately completed. Remember to keep a SSOAR file by date in case of an audit.

h) The day of SSOAR, fill out the Custodian Form Note and leave it in the office for the custodian. This form will let the SSOAR custodian know the rooms & restrooms that were used in case more rooms/restrooms were used on that day.

i) The Monday after SSOAR, teachers will turn in pink time sheets, which will be forwarded to CWA with the appropriate budget number from the chart above. Please keep in mind that if you have a Substitute teacher in a SSOAR session, the object code in your budget number will have to change to 1102. For example, if Acacia needs to pay a substitute teacher, instead of indicating **0109910109 - 1102** on AESOP, they will need to indicate **0109910109 - 1102.** Also, substitute teachers need to be entered on AESOP as extra help certificated vacancies before the SSOAR session, so they can clock in/out in the AESOP system to ensure they get paid for it.

j) By the Thursday following SSOAR, attendance coding will be changed to an "ME" or "MU" in Power School by the attendance clerks. The original Attendance Log along with the original sign-in sheets will be sent to Cynthia Barrett in Business Services.

k) Business Services will confirm changes and generate a SSOAR summary spreadsheet.

Attached you will find a synopsis of the process. If you have any questions, please feel free to contact the Office of Child Welfare and Attendance.