

Low Attendance Day(s) Waiver

For a day when school was held but attendance was at least 10 percentage points below the overall average attendance rate for your district or the applicable campus for the prior year because of inclement weather*-related, health, or safety issues, your district may apply for a waiver to have the day excluded from ADA and FSP funding calculations. (**Unusually cold or hot weather, alone, does not constitute an inclement weather-related issue.*)



Things to Consider:

- The number of minutes requested for a low attendance day must be equivalent to the number of minutes a district/campus operated on that day.
 - Example: If a regular day is 450 minutes and the day for which the waiver is requested was a regular day, enter 450 minutes. If the day for which the waiver is requested was a late start/early release day due to the event that caused the low attendance (ex: bad weather) or was a scheduled early release day and the day was only 320 minutes, enter only 320 minutes.
- If the number of minutes of operation varies by campus on the date of low attendance for "All Campuses", please report the greatest number of minutes on the date of low attendance in the "Number of Min on the Low Attendance Day." Please note that in PEIMS you will claim the actual number of minutes in operation on the specific date by campus.
- For a district or campus with multiple tracks, the overall average attendance rate for all tracks combined must be used.
- When determining if the 10-percentage point threshold is met, *district* attendance rates must be compared to the *district's* entire prior year (2023-2024) average, whereas *campus* attendance rates must be compared to the applicable *campus'* entire prior (2023-2024) year average.
 - This is not a date-to-date comparison for the prior year.
 - Example: If requesting a district-wide ("all campuses") waiver for low attendance for 10/21/24, use the overall attendance rate for all campuses (including all tracks) for the district on 10/21/24 and the entire prior year attendance (23-24 summary (PDM3-130-001)) for the district.
 - For a new campus or a campus that existed as two separate campuses the prior year, the overall entire prior year average attendance rate for the district as a whole must be used.
 - For a new charter school in its first year of operation, the overall attendance rate for the current year must be used.

- The maximum total number of minutes waived per academic year may not exceed 4,200. The minutes utilized as part of this waiver apply to the 4,200 waiver minutes cap. *(This includes low attendance day, missed school day, staff development, operational and instruction time for school safety training, and any other minute-related waivers.)*
- The agency does not grant waivers for low attendance on a makeup day.
- The agency does not round attendance rates when determining the 10-percentage point difference.
- If a waiver is granted, your district should not include the day exempted as a day of membership or instruction. Treat the day as a non-school day in your district's student attendance accounting system, and do not report the day as a school day in your district's TSDS PEIMS reporting. *(An approved low attendance day waiver does not count against the district's 180-day requirement for ADSY purposes since schools were in operation and instruction was held for day. Subsequently, the district does not need to submit an ADSY waiver for a low attendance day.)*
- Local education agencies are responsible for submitting current, complete, and accurate data required for each PEIMS and TSDS collection. Each person entering data into the attendance accounting system must attest that the data he or she has entered are true and correct to the best of his or her knowledge. The superintendent must affirm that he or she has taken measures to verify the accuracy and authenticity of the attendance data (see SAAH, Section 3.1 Responsibility).
- **Low Attendance Day(s) Waivers are due by the end of July for the current school year. See the [State Waivers webpage](#) for specific dates.**



Required Information (entered on waiver application):

- LEA Contact *(First Name, Last Name, Phone, Email)*
- Date of Board Approval *(This date should match the date the board approved the waiver per the agenda attached as supporting documentation)*
- Campus(es) impacted *(select "All Campuses" if applying for the entire district)*
- Reason for Low Attendance *(Weather, Health, Safety, or Other)*
- Date(s) of Low Attendance
- % of Attendance for the Selected Date(s)
- % of Attendance for Entire Previous Year
- Number of Minutes of Operation on the Low Attendance Day(s)



Supporting Documentation (submitted with waiver application):

- Board agenda from meeting at which the waiver application request was approved
- Documentation for the reason for the low attendance rate (*Supporting documentation may be news articles, letter to parents, information shared with the Board or district, etc. to specify what the weather/health/safety issue was that caused the low attendance on that specific date. If any student identifiable information is included, it must be redacted. For further guidance, see question 11 in the [Frequently Asked Questions](#) section.*)
 - Documentation provided for dates of low attendance on shortened days, federal/state holidays, days that fall immediately before or after a district/student holiday, or on the last days of school must clearly support that the low attendance was attributed primarily to a weather, health, or safety issue
- ADA report showing the attendance rate on the date of low attendance for the district or applicable campus ([see appendix 4.1 \(district\)](#) & [appendix 4.3 \(campus\)](#))
 - The ADA report should come directly from the LEA's Student Information System (SIS), and the attendance rate entered on the application should exactly match the attendance rate on the applicable ADA report. **Do not round.**
 - The ADA report should show the attendance rate for **all calendar tracks combined** rather than separated by individual track.
- PEIMS summary report (PDM3-130-001) showing the average attendance for the entire prior year for the district or applicable campus ([see appendix 4.2 \(district\)](#) & [appendix 4.4 \(campus\)](#))
 - The PEIMS report (PDM3-130-001) should come directly from PEIMS, and the attendance rate entered on the application should exactly match the attendance rate on the applicable PEIMS report. **Do not round.**



Resources:

- [Student Attendance Accounting Handbook](#)
 - Section 3.1 Responsibility
 - Section 3.8 Calendar Requirements for Funding
 - Section 3.8.1.3 Low Attendance Day Waivers

Missed School Day(s) Waiver

Districts or campuses may request a waiver for excused absences if full instructional days are missed due to unanticipated issues related to inclement weather*, health, safety, or other unanticipated situations. (**Unusually cold or hot weather, alone, does not constitute an inclement weather-related issue.*)