

## Attendance Procedures

Thursday, June 3, 2021 10:54 AM

### How and When Teachers Take Official Attendance

Attendance shall be recorded electronically through the district Student Information System, Skyward. For security purposes, a time out feature has been activated if your computer has been left idle for 10 minutes. If this happens, you will need to sign back in. Data not posted may be lost.

- A student must physically be in the classroom to be counted present.
- A student who misses the first 20 minutes of class for an unapproved reason should be posted absent.
- Teachers must acknowledge classroom attendance is taken by posting attendance in Skyward even if there are no absences.
- Attendance must be taken on the day of a school related activity or field trip. Either right before or immediately after the event.
- Tardies may be maintained electronically any other period except 2<sup>nd</sup> period.

### Official Attendance Taking Time

PK am	10:00 am each day
PK pm	1:00 pm each day
KG-5 <sup>th</sup>	10:00 am each day
6 <sup>th</sup> -12 <sup>th</sup>	Attendance snapshot is 20 minutes into the second instructional period

### General Attendance Taking Rules

Students who are on campus and in their classrooms at the time attendance is taken must have their official attendance conducted and completed by the classroom teacher. Attendance may not be taken by students, classroom aides, or clerks. Using a student "sign-in" sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed.

Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance for FSP purposes provided they were with a campus official (nurse, counselor, principal, etc.). Class admit passes or other documentation supporting that a student was with a campus official must be retained for audit purposes. Any student that is with a staff member other than the teacher of record at the time attendance is taken must appear on the Nurse's Log, or a note from the staff member accountable for the student. The admit pass must account for the duration of time and reason the student was away from his/her instructional setting. All notes must be submitted to the attendance clerk daily. The attendance clerk will manually enter attendance changes into Skyward.

### Campus Teacher Attendance

Campus teachers will submit attendance electronically through Skyward using the Teacher Gradebook at the official attendance time. Attendance is recorded at the time teachers post attendance. Teachers are required to post attendance in Skyward even if there are no absences.