

## Attendance Clerk Procedures

Friday, June 4, 2021 8:19 AM

### Daily Procedures in Skyward

- **Ensure that all teachers record all students either @School present or Absent.** Either through the online SKYWARD grade book or manually. Any blanks should be resolved on a daily basis.
- Run the **Unrecorded Class Attendance Report** at a minimum 2<sup>nd</sup> period and at the end of the day. This report should be run more often if teachers are not posting attendance by period
- Report teachers who do not post attendance to the administrator.
- Attendance clerk **MUST** follow up to ensure that all teachers post attendance either manually or in Skyward by the end of the day. **2nd period attendance is required to be posted by the end of 2<sup>nd</sup> period.**
- Excessive inconsistencies to record attendance should be reported to Central Office PEIMS Services.
- **Attendance will be posted as such:**
  - Elementary – Daily by 10:00 AM**
  - Secondary – Daily 20 min into each instructional period**
- Run the 'Class Rosters' **DAILY** for all substitute teachers. Rosters shall be signed and dated by the substitute in ink. Class Rosters must be collected during each period and filed for auditing purposes. Attendance Clerk is responsible for posting attendance manually by using Attendance Entry by Class or Activity, By Date, or By Student.
- **Obtain Daily:**
  - Student sac list; Sac teacher is responsible for recording daily attendance in sac.
  - Homebound student list (504, Pregnancy Related Services, Special Ed).
  - List of students attending school activities.
  - Daily log of parent phone calls for absences, Doctor's notes.
  - Admin passes: Example: Nurse's log, Counselor, Principal office
- **Call parents.** Run the Day Summary (Morning Report) after second period and call parents at home or place of business to ascertain reason for absence. All students will be coded unexcused on the 3rd day following an absence if an absence note is not collected.
- **No exceptions:** Student's must report to the office the following day of an absence to receive an Admittance Pass stating whether or not the student was excused from absence. Attendance clerk is responsible for issuing these passes.
- **Monitor Attendance for 2<sup>nd</sup> period ONLY absences.** Run the Day Summary Report at the end of each day to verify absences and to **identify inconsistencies** in posting that can be directed to the teachers for immediate correction on the Verification Report or Absence Change Form.
  - Continuous posting inconsistencies need to be reported to administrator.
  - Excessive inconsistencies must be reported to Central Office PEIMS Services.
- Run the Teacher Verification Report and set minimum and maximum absences to '0'. Use this report to identify blanks or students who have not been posted @School present or Absent. Notify teacher to post attendance.
- Run Teacher Verification Report located in the State Reporting and Attendance Reports menu.
  - Elementary campuses print the current week of attendance on the last day of the week. Collect on a weekly basis.
  - Secondary campuses print at the end of each school day and collect on a daily basis.
  - **Teacher Verification sheets must be signed and dated by all teachers.** Corrections must be made in ink.
- Update attendance as additional information becomes available, ex: parent/doctor notes; post attendance manually by using Attendance Entry by Class or Activity, by Date, or by Student. File all pertinent notes in student folder for auditing purposes.

- Run the [ADA Report](#) to track the campuses Average Daily Attendance