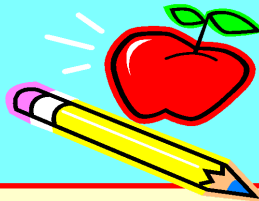


ATTENDANCE

101!



Teacher Responsibility

The teacher who initially records an absence is responsible for the accuracy of the report and attest to the validity of the data with his/her signature.

Attendance Snapshot

- Attendance **MUST** be taken at your campus official attendance time. This generates an auditable document and may affect your PDAS (teacher evaluation).
- Elementary Teachers **MUST** take attendance at 9:30 am in TAC (attendance is only taken once per day).
- ECS AM Teachers **MUST** take attendance at 9:30 AM; ECS PM Teachers **MUST** take attendance at 1:45 PM in TAC.
- Secondary Teachers **MUST** take attendance at your campus official attendance time in TAC (attendance is taken every period).

Membership Reconciliation

- Membership is to be reconciled at the end of the 1st & 4th 6-week reporting period.
- This process is to verify that all 'No-Show' students are removed from the SIS and that actively attending students are scheduled.
- Teachers will receive student rosters in order to indicate if each student has attended class.
- Teachers will sign and date rosters attesting to the correct number of enrolled students.

General Attendance-Taking Rules

- If a student is not in their assigned class, the teacher must mark the student absent.
- Each teacher who records student attendance must certify, in writing, that all such records are true and correct to the best of his or her knowledge.
- Signature stamps and pencil **are not** acceptable.
- Sticky Notes **are not** acceptable.
- Attendance **may not** be taken by students, classroom aides (unless he/she meets the criteria for Highly Qualified), 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.

Daily Attendance Reports

- **IISD Teacher Attendance Progress Report:** This report generates a listing of teachers and the time attendance was taken. If attendance was not taken electronically, there must be a substitute or field trip signed/dated roster on file in campus audit box.
- **Teacher Verification Report:** Teachers will use this report to verify attendance reported is accurate and if changes are needed, they will be documented on the **Attendance Change Form** provided by the attendance clerk.
- Attendance changes to a prior 6-weeks record must have documentation with teacher's signature, date, and principal's signature approving the change.