Beginning of Year Attendance and First Week Procedures Checklist

First Day

❑ Distribute Class Rosters for First Day Attendance to teachers.

❑ Make sure **all** students are accounted for. Have sign in sheets for all places that students might be during the official count time.
   ❑ Counselors office
   ❑ Nurse's office
   ❑ Library
   ❑ Auditorium
   ❑ Principal and AP offices
   ❑ ISS
   ❑ Off campus for 1st or 2nd period
   ❑ Homebound
   ❑ New Registration (Have a sign in sheet with a place for time for those students in the office waiting to enroll.)

❑ Gather all student rosters and sign-in sheets from all teachers and administrators for official attendance period.

❑ Have a complete teacher list and list of sign-in sheets so you can make sure you have all forms.

❑ Use student sign-in sheets to make corrections for those students whom the teacher marked as "NS" no-show on their rosters.

❑ Contact teachers, if needed to clear up remaining discrepancies.

Tips for accurate first day attendance:

❑ We recommend not doing any schedule changes the first day. It makes the first day count more confusing and greatly increases the chance of missing students or counting them twice.

❑ Make sure everyone is doing their list at the same time so students are not counted twice. An announcement over the PA at the particular time would be one way to make sure everyone does the count at the same time.

❑ Express the importance of the accuracy of the first day count to your teachers. Their lists should only contain the names of students that are present in their class at the time the count is taken.

❑ Student not present in their classroom are to be marked No Show

Beginning August 23 – August 26 Dual Attendance During Accounting Period
All Teachers will use Dual Attendance: Class Rosters and TAC Entry

1. **Check roll using your Class Rosters provided by office for the accounting period**.

2. If a student is on your roster but not in your classroom, mark the student Absent "A". Please use ink.

3. If you have someone in your room that is not on your class roster, write in their name at the bottom of your roster.

4. Count the students who are present.

5. Write the total on your Class Roster.

6. Sign the roster in ink and turn in to the office.

7. **Go to TAC and mark students Absent from your class roster.**

Attendance Clerks

August 23-26 Dual Attendance TAC Validation

- Teachers will use a dual attendance system that includes taking attendance on class roster and entering attendance through TAC for the campus <u>accounting period</u>.

- The dual system is critical for the campus staff to verify the accuracy of our new TAC attendance system.

  - Randomly choose 10 different teachers each day to compare class roster to TAC
  - Compare class roster to TAC attendance to verify accuracy during the ADA period
  - Report discrepancies to Service Help Desk Advisor

Cognos Reports for Student Rosters

Elementary Class List

     eSchoolPlus-> Cognos Reporting->eSchoolPlus Reports>Registration Folder>Reg1004

Secondary Class List

     eSchoolPlus-> Cognos Reporting->eSchoolPlus Reports>Schedule Folder>Sch4010

    If you have any questions or issues on how to run any reports please call or email Aurelio Gonzales. If you would like Aurelio to run your Cognos Reports please email him with the date you need them and communicate you will pick up your reports or you want him to email the reports to you.