

## Attendance Monitoring Procedures for Credit Bearing Courses

### Middle Schools

<b>Step 1</b>	<b>Teachers</b>	<ul style="list-style-type: none"> <li>• Take accurate attendance and properly enter data into Power School within 5 minutes after the tardy bell rings.</li> <li>• Update attendance as absent for students who leave prior to having a minimum of 60 minutes of instruction.</li> <li>• Address and document concerns with students who are frequently absent from the course, arrive late or leave early.</li> <li>• Communicate attendance concerns with parents and document as parent contact.</li> <li>• Reconcile absentee counts with those of Attendance Clerk at each interim period and at the conclusion of a marking period.</li> <li>• Notify school counselor of students who have accumulated absences who have missed a credit bearing class at intervals of 3, 5, &amp; 10 absences.</li> </ul>
<b>Step 2</b>	<b>Attendance Clerk</b>	<ul style="list-style-type: none"> <li>• Ensure attendance is taken in each credit bearing classes daily: English I, Algebra I, and Computer Science.</li> <li>• Approximately 15 minutes after the start of each class period the Attendance Clerk will email a report to administrators showing which teachers have not taken attendance.</li> <li>• Prepare rosters for guest teachers in the absence of the regular education teacher of credit-bearing courses and enter in PowerSchool.</li> <li>• Adjust student attendance from present to absent for individuals signing out of school prior to 60 total minutes of instruction. If arriving later than 60 minutes into class, student will remain marked as absent.</li> <li>• Run absentee count report on Monday to be shared with designated administrator.</li> <li>• Make contact with students who accumulate 3 or more absences (except Field Trip) as to bring awareness about YTD absences. Document in Power School (log entries).</li> <li>• Refer students who have accumulated a total of 3 absences to the School Counselor.</li> <li>• Mail letter to parent/guardian of student with absences at the interval of 3, 5, and 10 days. Keep copy on file.</li> <li>• Communicate and document possible truancy concerns to students, parents/guardians, administration and Truancy Supervisor.</li> </ul>
<b>Step 3</b>	<b>Counselors</b>	<ul style="list-style-type: none"> <li>• Educate students in credit bearing courses of attendance policy at the beginning of school term, IGP conferences and throughout the course.</li> <li>• Provide students in credit bearing courses Student Portal access as to view current attendance status and grades.</li> <li>• Address student absences from guidance referrals received from Attendance Clerk and teachers of credit bearing courses.</li> </ul>

		<ul style="list-style-type: none"> <li>• Follow-up guidance referrals with parent/guardian contact via telephone and document in PowerSchool.</li> <li>• Collaborate with instructors about student academic performance at interim marks and research student absences as necessary.</li> <li>• Report students in danger of receiving FA to the Office Curriculum &amp; Instruction. Update C&amp;I as students recover seat time.</li> <li>• Provide students and parents/guardians with letter indicating the need to report to Attendance Recovery and specify number of days required to receive course credit, meeting dates and times, as well as location. Contact made for students who do not return signed form by designated date, as well as when students do not report to Attendance Recovery as agreed.</li> </ul>
<b>Step 4</b>	<b>Administrators</b>	<ul style="list-style-type: none"> <li>• Address concerns with instructors of credit bearing classes who do not take accurate attendance daily in PowerSchool as reported by Attendance Clerk.</li> <li>• Review weekly attendance count reports. Follow-up with Attendance Clerk to ensure attendance letters are being mailed to home address of any student with absences at intervals of 3, 5, &amp; 10 days.</li> <li>• Follow-up with School Counselor to ensure guidance referrals received from Attendance Clerk and teachers of credit bearing courses, have been addressed with timely student conferences.</li> <li>• Allocate funding to facilitate Attendance Recovery sessions each quarter for students needing seat time recovery. Appoint an individual to oversee program and ensure time needing to be recovered has been accurately calculated based on the minimum days required for course credit.</li> <li>• Assist Attendance Recovery Program Coordinator with assigning dates and times to recover seat time.</li> </ul>

### High Schools

<b>Step 1</b>	<b>Teachers</b>	<ul style="list-style-type: none"> <li>• Take accurate attendance and properly enter data into Power School within 5 minutes after the tardy bell rings.</li> <li>• Contact parents, counselors and administration regarding students with 3 consecutive or 5 cumulative absences.</li> </ul>
<b>Step 2</b>	<b>Attendance Clerk</b>	<ul style="list-style-type: none"> <li>• Approximately 15 minutes after the start of each class period the Attendance Clerk will email a report to administrators showing which teachers have not taken attendance.</li> <li>• Prepare rosters for guest teachers in the absence of the regular education teacher of credit-bearing courses and enter in PowerSchool.</li> <li>• Email attendance reports to the staff twice daily (morning/afternoon).</li> <li>• Print weekly attendance reports and distribute to the appropriate grade level counselor and administrators.</li> <li>• Contact parents to schedule attendance meetings.</li> <li>• Make Student Intervention Team members aware of scheduled attendance meetings.</li> </ul>

		<ul style="list-style-type: none"> <li>• Attend attendance meetings.</li> </ul>
<b>Step 3</b>	<b>Counselors</b>	<ul style="list-style-type: none"> <li>• Conference with students who are on the attendance report with 5 or more absences.</li> <li>• Call the parents of students who have 5 or more absences.</li> <li>• Enter parent/ student contact regarding attendance into Power School under "Log Entries".</li> <li>• Attend attendance meetings.</li> </ul>
<b>Step 4</b>	<b>Administrators</b>	<ul style="list-style-type: none"> <li>• Address teachers who have not taken attendance and require them to record attendance into Power School immediately.</li> <li>• Attend attendance meetings.</li> </ul>