

Attendance

Procedures

1. Enter classroom attendance on the computer by 9:00 in each morning. Afternoon kindergarten attendance should be entered by 12:20.
2. A student reported as absent is recorded as absent both AM and PM. Any student who arrives at school midday or after attendance has been taken must report to the office so that the correct attendance/tardiness will be recorded.
3. Every student listed as absent who arrives late must receive a tardy slip issued by the office so that the attendance records reflect tardiness rather than absence. Do not allow any student to enter the classroom without the office tardy slip.
4. Changes in attendance throughout the day are recorded on the student check in/out clipboard in the office.

Attendance Reports

Attendance for report cards is computer generated. Staff wishing individual student attendance reports may request them from the office. If there are concerns about attendance, please have the office print attendance records and give the records to the counselor.

Excessive Absences/Tardies

Early intervention is important!

Concerns about excessive absences or tardiness should be discussed with the parents/guardians of the student. Teachers should also alert the principal and counselor in person or by e-mail that there is a concern about attendance. Sometimes all it takes is a phone call from the principal to improve attendance.

After two discussions with the parent/guardians, the student should be referred to the Student Support Team. A **Request for Service Form** can be found in the *Forms* section of the on-line handbook.

Teachers have the best intuition about what is considered "excessive" for any given student (i.e. five days absence for measles would not be excessive, but five days intermittent absences during a month by a seemingly healthy child may be excessive).