

# ATTENDANCE

## **1st Block Attendance - Must be posted via computer no later than 8:45**

School begins at **8:35 AM**. Teachers must insist that students arrive on time so that attendance may be taken accurately. Students arriving after 8:35 should have reported to the attendance office to be given a pass to class. **If students do not have a pass, please have them return to the Attendance Office to obtain one. This is important as Mrs. Martin will be calling home to check on student's absences.** The new policy is that three unexcused tardies in a marking term will result in Office Detention and a letter being sent home. Because of this it is important that you adhere to this procedure from Day One. Teachers should be at their classroom door **no later than 8:20** each day.

## **Attendance (Register)**

The School Register and monthly attendance data will be handled by the office. Accurate reporting by the first block teacher is again emphasized. Also teachers must keep an updated record of students in all their classes. Because of the need for accuracy, **under no circumstances should a teacher allow a student to take attendance.** This is a historic problem that surfaces during the year when errors occur in the daily attendance register. One cannot underestimate the importance of accurate attendance in view of the fact that the school is regularly contacted by institutions, agencies, and the courts for student attendance reports.

## **Block by Block Attendance**

This year we will be taking attendance every block. When you go into X2, there will now be two side tabs under the attendance main tab (See figure 1 below)

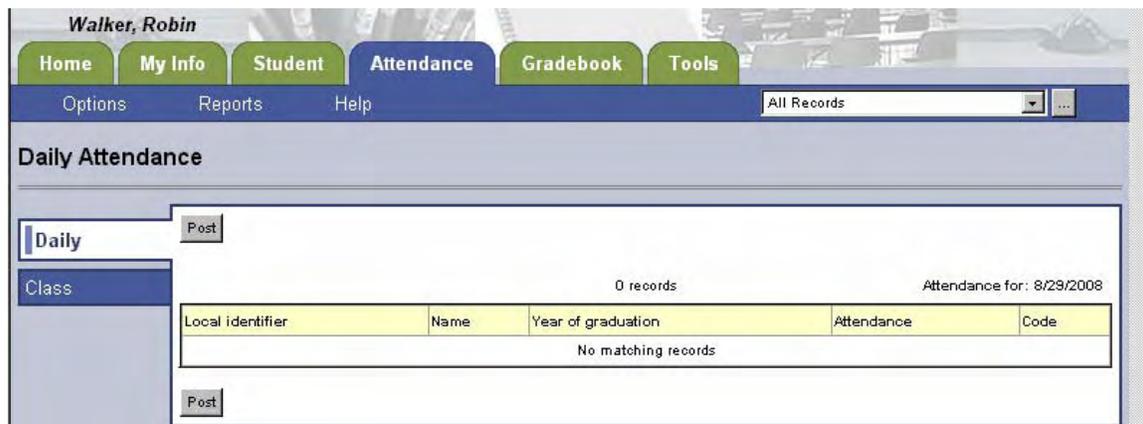


FIGURE 1

The Daily tab is for first period attendance that we normally do. The second tab called "Class" will be for class by class attendance. When you click on that tab, a list of all your courses will appear. Click on the course you want to take attendance in, and then click on the word input. (See Figure 2)

**Class Attendance**

Daily 1 of 9 selected Default Fields

Class	Course	Description	Classrm	Schedule	Term
<input type="checkbox"/>	BTBA12-001	COMIC BOOK CREATION	B204	1(A)	1
<input type="checkbox"/>	BA15-001	COMPUTER CREATIONS AND DESIGN	B204	2(B)	2
<input type="checkbox"/>	BTBA17-001	WEB DESIGN	B206	3(A)	2
<input checked="" type="checkbox"/>	BTBA21-001	ACCOUNTING I	B204	2(A)	9
<input type="checkbox"/>	BTBA47-001	PERSONAL FINANCE I	B203	1(B)	1

Figure 2

When you click on the word input, your class list will appear. (See Figure 3)

**Class Attendance :: BTBA21-001** X 8/29/2008 is not a valid meeting date. OK

Daily 14 records Attendance for: 8/29/2008

Local identifier	Name	Daily Attendance	Class Attendance	Code
29303	Allen, Stephen	Present	Present	<input type="button" value="A"/> <input type="button" value="P"/>
L0001251	Allen, Thomas	Present	Present	<input type="button" value="A"/> <input type="button" value="P"/>
L0000173	Chase, Brandon	Present	Present	<input type="button" value="A"/> <input type="button" value="P"/>
29052	Cleary, Samantha	Present	Present	<input type="button" value="A"/> <input type="button" value="P"/>
10554	Connelly, Eamon	Present	Present	<input type="button" value="A"/> <input type="button" value="P"/>

Click on the A for any student that is absent and then click on the word "Post" at the bottom. Remember you have to do it for every class.

## Tardiness to Class

A student who is tardy to class, other than 1st block, should not be sent “to get a pass” as this just allows them to “wander”. If they claim that they were delayed by another teacher, you can communicate with that teacher via the telephone/voice mail, a note in their mailbox or better still, speak to them directly. If this is a chronic problem, you should telephone the parents immediately.