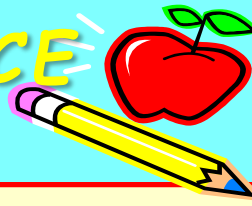


# ATTENDANCE 101!



2018-2019

## 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 - or, in the case of a paperless attendance accounting system, with his/her entry of data using the teacher's logon with a distinct secret password.

## Attendance Snapshot:

- **Mullin Main**
  - 9:05 a.m. (2nd period)
- **Mullin Oaks**
  - 9:20 a.m. (2nd period)-ADay (6th Period)- BDay
- **Pecan Ridge**
  - 8:10 a.m. (2nd Period)-Track1
  - 1:10 p.m. (6th Period)-Track2
- **Parkview Lubbock**
  - 9:10 a.m. (2nd period)
- **Parkview Levelland**
  - 9:10 a.m. (2nd period)

• Attendance must be taken according to your snapshot time as this is an auditable document

## Membership Reconciliation:

- Membership is to be reconciled at the end of the 1<sup>st</sup> & 4<sup>th</sup> 6-week reporting period
- This process is to verify that all students are reported on attendance records and that "No Show" students have been purged
- Teachers will receive student rosters in order to add or delete students as needed
- Teachers will sign and date rosters attesting to the correct number of enrolled students.

## General Attendance-Taking Rules:

- 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
- Electronic signatures **are acceptable.**
- Signature stamps and pencil **are not acceptable.**
- Sticky Notes **are not acceptable**
- Attendance **may not** be taken by students, classroom aides, 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.
- Notify your campus PEIMS Specialist if there is a student attending your class but not on your roster or vice versa.

## Attendance Reports:

- **MISD Teacher Attendance 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 roster on file. This report will be submitted to the campus Principal at the end of each week. Teachers who did not take attendance on time will be highlighted.
- **Teacher Verification Report** - (Every 6 weeks) Teachers will use this report to verify attendance reported is accurate and if changes are needed, they will be documented here or on the **Attendance Change Form** provided on the school website under Staff .
- Any changes made to an attendance record must have documentation with a signature and date within **one calendar week of attendance.**