

**ATTENDANCE CLERK
DUTIES**

The duties of the attendance clerk shall include the following:

1. Write admit slips.
2. Write and record tardies.
3. Call parents of absent students.
4. Answer the phone and direct calls.
5. Maintain a daily absentee file.
6. Maintain teacher and support personnel absence files.
7. Maintain free lunch applications.
8. Maintain the free and reduced-price lunch list and provide to each school on a monthly basis.
9. Maintain and monitor immunization records; advise the principal of those needed the first of each month.
10. Keep hall bulletin boards up to date.
11. Supervise student office help.
12. Deliver messages at the end of each period.
13. Assist the registrar when time allows.
14. Assist the assistant principal as needed.
15. During the summer, prepare the student and teacher handbooks, order and put away office supplies, and record grades.