

SCHOOLS DAILY													
1. Run the "Missing Attendance Report" to verify that all teachers have taken attendance. Contact any teacher listed on rpt to submit their Attendance. View the report again to verify the teachers have submitted and rpt is clear. If names are left on the report note the reason why? and how you resolved. Such as; trouble w/log in, tchr turned in roster. IMPORTANT - If Missing Attendance Report is blank, you don't need to keep. If names are on it, keep in your Month-end file.	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
2. Sub-Teacher? Issue them a manual Roster ask that they submit Att roster daily and they must sign/date it. Keep all Manual Rosters in your mth-end file.	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
3. Verify all Tardy's on your manual log have been entered to Aeries. Print a Tardy Today Report and compare against your 'manual' daily Tardy/Late log.	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
3A. Secondary Sites - Also verify those students that signed out and left school early, verify the correct period Att. code is entered into Aeries & 'All Day' codes are added, if necessary.	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
4. Once all teachers have entered attendance Listen to school messenger and/or auto dialer, record information on manual 'Attendance Log" (Elem- use the Unverified absence report MS/HS - use the M. Students with N or more periods absences.)	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
5. Enter all 'verified' absence codes to Aeries and all manual attendance rosters	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
6. At the end of the day print an 'Absent Today' report to verify all verified absences are entered, file w/daily work.	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
SCHOOLS WEEKLY High Schools Only													
1. Print the Weekly Attendance report. Distribute to teachers and have them sign & date the report, no later than the following Monday.	Every Friday	Every Friday	Every Friday	Every Friday	Every Friday	Every Friday	Every Friday	Every Friday	Every Friday	Every Friday	Every Friday	Every Friday	Every Friday
2. Do a Mass change each week in Aeries to change all period 'A' absences to 'C' cuts.													
2016/2017 Year Round Calendar (Start 7/13) Traditional Calendar(Start 8/24)	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
Month Beginning	7/13/2016	08/08/16	09/05/16	10/3/16	10/31/16	11/28/16	1/3/17	1/30/17	2/27/17	3/27/17	4/24/17	5/22/17	
Month Ending	8/05/2016	09/02/16	09/30/16	10/28/16	11/22/16	12/16/16	1/27/17	2/24/17	3/24/17	4/21/17	5/19/17	06/09/17	
Last day diff. Month-Ending date (Year-Rd & High)		Trad-8/24-9/02 Trk C= 8/25-9/2	Yr Rd 9/5 -9/16				Yr Rd 1/9 -1/27		Yr Rd 2/27-3/17			Trk A= 6/8	
SCHOOLS MONTH-END													
1. Print a 'Unverified Absence Report' , enter dates (1st day of school to final Att mth-end date) <i>Report should be blank.</i> Verify all unverified 'A' absences have a verified absent code entered in Aeries. Secondary - Review M.Students with n or more Period absences report too! Check that All Day Absence codes are entered if all periods marked absent.	8/5	9/2	9/30	10/28	11/22	12/16	1/27	2/24	3/24	4/21	5/19	6/9	
2. Print Attendance Audit Listing. Verify if you have any data errors. <i>Report should be blank.</i> Correct any errors. Make corrections B/4 you print your preliminary reports. If items are on report that reflect enrollment for next att month, print and note reason.	8/5	9/2	9/30	10/28	11/22	12/16	1/27	2/24	3/24	4/21	5/19	6/9	
3. 'Update' Aeries How to Update Attendance? Go to Attendance Accounting- Click on report #4. Attendance Summary Report Start by entering the first attendance Mo 1 (1st month for Yr Rd) Mo 2 (1st month for Traditional schools) just view it and close. Repeat process for each month-end leading up to the current attendance month. This process updates the data and YTD column in Aeries. This must be done each month end. (Remember if you get a red error message Click OK past the error even though it looks ominous.)	8/5	9/2	9/30	10/28	11/22	12/16	1/27	2/24	3/24	4/21	5/19	6/9	
4. Print PRELIMINARY Enrollment & Attendance Reports A. Print Gains & Loss Report Enrollment Reconciliation - Compare Gains & Loss with the manual Adds/Drops log. Make sure all MANUAL entries are listed on the G&L in AERIES. You must reconcile your enrollment count for each grade. Circle the grade ending total on the Gains & Loss report and sign/initial to show you were in balance. Record the Add/Drop students on Class List, record ending class count, if changed. Add up all class lists in each grade levels and verify it matches the G & L report ending total. All three reports the G&L, Class List and Add & Drop ending enrollment grade totals must match. B. If any changes were made to dates/student records in enrollment reconciliation 'Update' Aeries again and reprint G&L report pages that changed, if necessary. C. Print Attendance Summary -Verify gains & losses and grade totals match with the Gains & Loss report. Note* if grade changes or pr	8/8	9/5	10/3	10/31	11/28	1/3	1/30	2/27	3/27	4/24	5/22	6/10	
5A. Make final corrections in Aeries , Are Ind Sty contracts entered? Any last minute changes to attendance or enrollment ? All finished reconciling ? PRINT your 'FINAL' Attendance Reports, (Summary & Detail) Also print TK (if applicable) 5B. Print any <i>previous</i> months corrections, if necessary. Print Final Reports on or before this date.	8/10	9/7	10/5	11/2	11/30	1/5	2/1	3/1	3/29	4/26	5/24	6/10	
6. Give Final Attendance Summary report(s) to your principal to sign/date. All original reports will be maintained at the school site.	8/12	9/9	10/7	11/4	12/2	1/6	2/3	3/3	3/31	4/28	5/26	6/10	
7. 'SCAN' the signed/dated Final Attendance Summary report(s) to Robbi Edmondson at the D.O. on or before this date. My email: robbedmondson@iusd.org	8/15	9/12	10/10	11/7	12/5	1/9	2/6	3/6	4/3	5/3	5/29	Send to DO/Att B/4 you leave	
8. State Report Due						1/10			4/15			7/8	
9. DISTRICT Totals						P1			P2			P Annual	