



Irvine Unified School District

Attendance Clerk Responsibility Overview



Attendance Accounting

The Attendance/Record Clerk responsibilities are:

- To verify all absences.
- Maintain the source documents that back up the verification process.
- Enroll, Add & Drop Students.
- Maintain & validate enrollment files: Validate Residency Annually, Caregiver Affidavits, Continuance in Kindergarten forms, Immunization Records on file.
- Collect & distribute the teachers weekly attendance report. (HS only)
- Run the 'Missing Attendance report' daily/each period to verify teachers took attendance.
- Validate that no students or non-district employee's are taking attendance.
- Resolve absences in a timely manner.
- Enter, edit, correct, report enrollment /attendance.
- Maintain and prepare monthly enrollment reports.
- Ensure records are properly maintained for three years.
- Notify site administrators when student (s) have excessive absences.





Compulsory Attendance Law

- **Compulsory Attendance Law** - Pupils aged 6 -18 are required to attend school full-time, with regular and punctual attendance, and schools are required to enforce this compulsory attendance law. When children do not attend school punctually or are absent the entire school day, the reason must be identified and recorded as either excused or unexcused. Excused absences are compliant with compulsory attendance law; unexcused absences are noncompliant and subject to truancy law after three incidents.

Classroom teachers will record the pupil as either absent or tardy, and school attendance personnel will verify the reason why the pupil is absent or tardy.



Attendance Steps



STEP 1

Online Enrollment submitted by parent
Or Attendance clerk inputs student Information.
Verifies all required testing and enrollment information is completed.

STEP 2

Principal or Counselor inputs courses or teacher assignment
Attendance is activated.

STEP 3

Teachers inputs daily/period Attendance to Aeries.net
They enter 'A' Absent or 'T' Tardy
Was Student Absent ? **Yes** (Proceed to STEP 4)
If **No**... End of STEPS

STEP 4

Attendance Clerk - Prints the **Missing Attendance** report
Verify all teachers submitted daily /period attendance.
Once teachers have completed , print a Unverified absent /period report.

STEP 5

Attendance Clerk – Must **verify** all absences and tardy's
Retrieves auto dialer information and/or Calls parents to determine reason for absence.
Records information on attendance log.
Inputs verified absent or tardy codes in Aeries
Enters any manual attendance rosters from sub-teachers
Verifies Aeries input - Prints Absent & Tardy Today reports

High Schools Only - Electronic signature only approved for grades K-8

Att Clerk prints the Weekly Attendance Report * Every Friday
Distributed to teachers for validation
Teacher verifies information on report, notes changes,
Signs & dates. Report returned to Attendance staff.

Absence Verification



- **Every absence verification, whether in the form of a note or phone call, should include all of the following elements;**
- Full name of student
- Date (s) of absence
- Specific reason of absence
- Name and/or identity of person providing the information (mom or dad)
- Name and signature of person/employee entering the verification
- Date when verification was made

(Phone log also includes site, date called, name of employee making call)

Often notes may not include everything. It is okay for the employee to add the students name and the dates of absence and verification to a note.

The reason for the absence should be recorded to the attendance system in a timely manner.

AERIES.net



- Aeries.net Attendance is the system we use to take attendance. All teachers are assigned a password and it is their responsibility to take attendance daily. (K-12) Traditional & Year round schools use **Negative** attendance: students are assumed present unless recorded absent. The teachers only have the capability to add “A” absent or “T” tardy. The clerk must change these codes to reflect the proper absent code. (See Absence Code Table)
- The attendance clerks must run the “Missing Attendance” report daily or each period(secondary) to verify all of the teachers have taken attendance.



Manual Log Sheets



Each school site must maintain the following manual reports:

1. Daily Tardy/Late Log – students must sign in at the office when late. (Compare with the Student Tardy Today report, adjust any variances to Aeries)
2. Add / Drop Log – all students who leave or enter the school must be listed. (Compare with the Gain & Loss Report, adjust any variances to Aeries, also record on Class List)
3. Daily “Auto Dialer” Phone Log – all calls that come in must be recorded on this list. (Compare with the Student Absent Today or Unverified Absence Report, adjust any variances to Aeries)
4. Independent Study Log – all contracts must be listed. (including voided contracts)

Class List



Elementary Schools

- You must print a “Class List by teacher” at the close of the first day of school.

Middle and High Schools

- You must print a “Student Directory by grade” at the close of the first day of school.

All School Grade Levels

- You keep this Class List and update it through out the school year. Never throw away 1st day report.
- You must maintain this report to reflect all student enrollment activity including: students full name & ID #, date of enrollment and/or exit date, teacher assigned.
- Compare this report monthly with the manual Add/Drop List and your Aeries Gains & Loss Report. All three reports enrollment should be the same. With the exception of Independent Study students, they won't be included on the Class list.



Add / Drop Log

- Write down any new or leaving students name on the manual Add/Drop log, also include any other known information such as moved, transferring, etc.
- Add or remove the student(s) name to the Class List.
- Add or inactivate student(s) from Aeries.
- At month-end check the Gain & Loss report – verify the Add/Drop & Class List enrollment totals match on all three reports.

Daily “Auto-Dialer” Phone Log



- All absences need to be “verified” and coded properly. These phone calls will verify some absences recorded in Aeries attendance. All parents should be notified on the day of each absence.
- Retrieve phone calls from the Auto-Dialer and record and create a list of all the “call in” information. (Included the name & relationship of the person who called and the reason for absence).
- Determine the absence code & “add” it to Aeries.
- Keep your Auto-Dialer Call in Log as backup, staple to back of you daily *Absence Phone Log*. You can use the Unverified Absent report or Student Absent Today as your log.



Daily Absence Phone Log



- Print one of these reports daily after Aeries.net attendance has taken place. Use the Student Absent Today report or the Unverified Absence report as your daily Absence Phone Log. Record auto-dialer call information to Absence Phone log. Change the absent codes, as the verification phone calls come in from parents.
- Compare this daily Absence Phone Log with your manual Auto-Dialer call in log; to verify you entered all the students and absence codes to Aeries.
- Phone everyone on the list who did not call in the absence. “Stress” the importance of getting a return phone call. Otherwise the student will be considered “Unexcused”. Parents must be notified on the day of the absence
- Once you have verified all absences on this daily absent log, print the ‘Student Absent Today Report’ to show you all absences have a verified absence code entered in Aeries. If you do this reconciliation as you go, your month-end will go much smoother.



Student Tardy Today Report



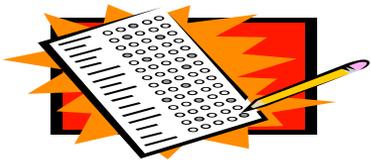
- Print this report daily after teachers Aeries.net attendance is complete. This report shows you all students that were marked “Tardy” today by the teachers. Tardy’s should be entered to Aeries *ASAP* in the morning so an Absent call won’t go out on the auto-dialer.
- You need to compare this report with the manual Tardy/Late sign in log located in your office. All students who report to school late (over 30 min.) should sign in at the office before going to class. Any student who’s name is on the manual log and not on the Student Tardy report needs to be added to Aeries.
- Determine the correct tardy code. (“T” or “X” or “L”)
T - Tardy – Less than 30 minutes late
X - Unexcused more than 30 minutes late
L - Excused late - no time limit (Dr. Appt., Funeral, etc.)



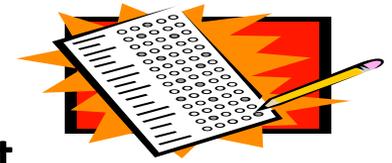
Daily Tasks



- **Print Missing Attendance Report.**(To verify all teachers took attendance) verify all teachers have taken attendance before printing Absence Phone Log report.
- **Print a Student Tardy Today report** – Verify all students on your manual Tardy log are listed on Aeries report. If teachers enter Tardy's more names will be listed on report that are on your manual tardy log... that's okay!
Important Note * Enter Tardy's to Aeries ASAP so they won't go out on the auto dialer as an all day absence.
- **Print a Unverified Absent or Absent Today Reports** to use as the 'Absence Phone Log'.
- **Verify all Tardy's & Absences are listed and accounted for on the Aeries report.** Compare your manual Tardy and Leave early logs. Verify all of the 'Auto Dialer' call in information is recorded and listed your Absence Phone Log. Note * If parent has called in an absence and the student is not marked absent, contact the teacher to verify.
- **Make phone calls to the parents** that have not called in the reason for their child's absence. Stress the importance and tell them that their child is considered unexcused until we hear from them. Manual log all information and reasons for absent on Absence Phone log. If you did not receive a call back from parent, mark those student(s) "U" Unexcused or "C" Cut (Secondary sites) Adjust the absence code the following day if you receive a call back.
- **Enter & Update verified absences in Aeries** Using your Absence Phone Log enter all 'Verified' absent codes to Aeries attendance. All absences must be verified by parent/guardian and marked either excused or unexcused. Use the Absence Code List to determine what code to use.
- **Reprint the Student Absent Today report at end of day** to verify all changes you made are now recorded properly. Attach to top of Absence Phone Log.
- **Update and Maintain any Add or Drop students**, and record them in proper manual logs (Class List, Add/Drop List,) and in Aeries (Gains & Loss Report).



Weekly Task



Every Friday - Print a “Weekly Attendance” report.

(High Schools only)

1. Distribute Report to teachers to verify attendance. Substitute teacher, may sign for the days they took attendance. Print a Class Roster daily and have them take attendance manually. Request that they sign and date the Roster and turn it into you at the end of the day. When you receive the attendance, enter it into Aeries. Staple the signed & dated Class Rosters to that class’s Weekly Attendance report. When the regular teacher returns have them sign for the days they took attendance. Note* Reason for delay of signature on report.
2. The teacher must sign & date and return to you on the following Monday. It’s Okay to have an “A” absent code on the Weekly Attendance Report. The teacher can sign the report before the absence is verified. All they are saying by signing is the student was absent, tardy or present. It’s up to the clerk to verify and record the reason for the absence. When you sign & date your Month-end Summary Report it accounts for the attendance absent code changes.
3. Verify the teachers have recorded all the absences correctly. Compare the Aeries report against your Phone/Call in list. Make sure all absences were recorded properly by the teachers. (Example: if the Phone/Call in log shows a call in by parent but the teacher said the student was present, contact teacher ASAP to see if student was present after all. Make the adjustment, as needed.)



Month-End Tasks



- **Attendance Audit Listing** – Elementary/Middle/High
This report needs to be generated at month-end to see if there are any data errors that have to be corrected “before” you print the Preliminary Monthly Attendance Reports.
- **Absent one or more Periods Report** – Middle & High Schools
This report shows if a student was out by period. All ‘A’ absent codes must be replaced with a verified absence reason code for each period. Must also verify that if all periods are marked absent that the ALL DAY code is entered.
- **Unverified Absent report** – Elementary/Middle/High
This report verifies you have no “A” unverified absences. Leave the date range from the 1st day of school to the month-end date.

Print your Preliminary Reports

Gains & Loss – Print you Gain & Loss report and reconcile the enrollment. Verify all information is updated in Aeries and that all three reports have the same enrollment counts (Add & Drop log, Class list & Gains & Loss). Underline or circle ending balance so you know the balance at each month-end. **Sign & Date once verified.**

Before you print the preliminary ‘Summary’ report - **Update Aeries** to update all of your corrections and the YTD column. Reminder - In Aeries “Errors” float to the top of your reports. So, if you had any data errors, page one would show the error.

Summary Report – Verify all columns using your Gains & Loss report and last months summary report. (See next page –How to ?) Sign & Date once reconciled. Now print your Attendance Summary and have the principal sign and date it. This signed report gets sent to the DO.

Detail Report – Don’t print this report until complete with reconciliation. Print the **FINAL** Monthly Attendance report.. Once printed verify you have no “A” absent codes on your report. Your unverified absence report will also have this information. If you do have **A’s** change them to “**U**” unexcused in Aeries. If changes made _Re-print pages that changed.

Independent Study – Verify you have all of the I/S Contracts updated in Aeries. YTD column is in balance.



Reconcile Summary Report



- **You need to reconcile the following columns on your “Summary” report before you send it to me.**

Column B – Enrollment Carried Forward – You get this number from your previous month-end summary report – Column F – Ending Enrollment.

Column C – Gains - Gains & Loss Report – Should match Column “C” (Gains)

Column E – Losses – Gains & Loss Report – Should match Column “E” (Losses)

* Remember if a student goes on Independent Study or they return at the end of the month or the first day of the month it may not print on your Aeries –Preliminary reports as a loss or gain. Make a note on your G&L report that is why there is a difference in the balance on your Summary.
(Example: Johnny Smith’s I/S contract started on last day of month, G&L show additional Loss)

Column F – Ending Enrollment – Should match Gains & Loss, your manual Add/Drop list and your Class list ending enrollment number for the month. (Less I/S contract started on last or first day of the month)

Column M – Year to Date – Total Apport Attendance – If you add last month’s column M to the current month Column J , it should equal this month’s number.

Column I – Should always be “0”

Principal Signs & Dates when in balance and send to D.O. Robbi



Month-End Tasks



- **If you make any changes to attendance data in Aeries while reconciling, *Update Aeries* and reprint your Preliminary Reports – G & L & Summary Report , if needed. If any of your changes affected a prior months balances reprint those pages of the detail & summary and send originals to Robbi Edmondson at the district office.**
- **Email ‘Robbi’ by 2:30** by the date on the timeline and report your month-end reconciliation is complete.
- **Print your ‘Final’ Attendance Reports.** Verify they match with your preliminary reports. Have the principal Sign & Date final ‘Attendance Summary’ and send or scan to Robbi Edmondson at the district office by the deadline on the timeline.

** Refer to the Attendance Timeline for reconciliation due date.*