

Clerk Meeting – Oct . 27th, 2015

New Clerks - *Welcome*

Ruki Charna – Venado Middle

Angie Weiss – Oakcreek

Anna Ryan - University High

Attendance Review

Missing Attendance report

1. Verify all names left on the report have an explanation written saying why?
2. If a sub teacher taught that day attach the manual rosters to the back of the report.
3. If teacher has problems with Aeries.net or computer issues, state that on the report and get a roster, note or email from teacher with the attendance for the day.

All teacher requests to change or add attendance must be in writing so you will have a **source** document to back it up for auditors. All Attendance must be done by an eye witness in the classroom.

Tardy Codes

‘T’ Tardy - under 30 minutes late.

‘X’ Unexcused Tardy - over 30 minutes late.

‘L’ Excused Tardy – Any student who arrives late with an *excused* reason
under or over 30 minutes late.

Verify your manual Tardy Log includes the student’s **arrival time** so that you can tag the tardy correctly. The clerk should be entering the time on the log when the students arrive so they can determine if over 30 minutes late.

Leave Early Log

Verify all parents write or sign their name on the log. Mom, dad, aunt, etc. isn’t acceptable. The state requires that all parents must sign their students out if they request to leave early. The log has to reflect that. Clerks must also verify the person is allowed to pick up child early especially if not the parent or guardian.

Instructional Days - All IUSD students must be offered the **same number of days of instruction** not to exceed 180 days.

If a Student transfers from year-round to traditional school. If you are a traditional school and have received any transfers from year-round schools, please notify me with the following information as it is quite possible this number may be exceeded.

- Student name/number
- Start date
- School transferred from
- Will enter in Aeries the Maximum “N” code for those days over 180. (students are still required to come to school we are just coding them the ADA is not calculated)

of Funeral Days Allowed

- If funeral is in the same state **one day** allowed
- If funeral out of state **three days** allowed

If the student is absent longer than the limits stated, use absent code ‘U’ unexcused. If the parent calls saying their child is too emotionally upset to come to school, okay to mark ill.

Religious Holidays

- Refer to the www.interfaithcalendar.org

If the holiday is in **BOLD** text it is considered a *holy day* and is excused. If it is not bold and you have a lot of students out please call me so I can check with Ed Services if this holiday should be observed.