

Clerks Meeting – October 22nd, 2014

Period attendance

- **Teachers** take attendance they are an eye-witness to who is present or absent or tardy to class.
- All absence verifications codes must be determined and entered by the **clerk or authorized personnel only**.
- Review absences daily/weekly and add 'All Day' codes if a student is marked absent all periods.
- If a student has all periods marked absent and present only one period – **WE get ADA for that day**. We need to determine if that attendance is correct! Only 'All Day' codes are reflected on your summary reports. We don't want to claim the ADA if the student was really absent the whole day and a teacher just didn't take attendance that one period.
- Print **Period Absence Audit** - This report shows you odd absences.

High Schools - Determine the following;

Who is following up with the teachers to take attendance? **Who makes the decision to change absences?** If a student shows up for only one or two periods does your school have a sign in policy? Is the student called into the office to explain? Does the Bell Schedule affect the period attendance?

Such as;

AAA + AA Was this student absent all day or teacher didn't take attendance 4th period? Or did the student come to that period?

++ A+A A Was student at school after 2nd period?

+++A++ What happened to this student 4th period? **CUT** ?

AAAA + Student only attended 6th period, sports? Can we ethically claim this day? Did the teacher take attendance or was the student absent all day?

STU#	Student Name	Grade	Date	All	Absences									Per	Section	Tch#/Name	
					0	1	2	3	4	5	6	7	8				9
019170		12	10/03		-	C	C	+	C	+	-	-	-	C	1	0146	212 Mallis
															2	2265	313 Knight
															3	0387	118 Moore
															4	0471	422 Gilpin
															5	2378	704 Misserville
															6	0615	307 Cunningham
															9	1991	210 Jacobsen
022360			9	09/26		-	+	+	+	U	U	-	-	+	9	2079	319 Thompson, V
022317			9	09/17		-	U	U	-	-	-	-	-	-	5	0568	128 Hwang
020614			11	10/17		-	+	+	+	+	I	I	-	-	9	2028	902 Georgino
021242			10	09/05		-	+	+	+	+	D	D	D	-	9	2048	322 Huber, J
020895			10	10/15		-	U	U	-	-	-	-	-	-	5	0567	121 Sussman
018920			12	10/17		-	+	+	+	+	I	I	-	-	9	2006	112 Martin
022594			9	10/14		-	C	+	C	+	C	-	-	-	2	1226	883 Solomon
															5	0563	653 Johnson, E
021000			10	10/20		-	A	+	A	+	+	-	-	-	2	0286	510 Fox
022642			9	09/25	I	-	-	I	-	I	-	-	-	-	6	1603	208 Wroblecky, H
022733			10	10/10		-	C	+	C	C	C	-	-	+	3	0351	753 Conlin
															9	0902	882 Shean
021416			10	09/15		-	-	-	I	I	I	-	-	-	6	1610	607 Marquez
018969			12	09/05		+	+	+	+	U	U	-	-	+	9	1986	754 Genakos
021635			12	09/05	I	I	I	I	I	I	I	-	-	+	9	1997	221 Budde
022169			9	09/25		-	-	I	-	I	-	-	-	-	6	1627	220 Campbell
022527			9	09/26		-	C	C	C	C	C	-	-	+	9	2077	176 Dawson
				10/15		-	A	-	A	-	-	-	-	-	5	0563	653 Johnson, E
				10/16		-	A	-	-	A	-	-	-	-	4	0560	610 Huff
022526			9	09/05	I	I	I	I	I	I	I	-	-	+	9	2071	128 Hwang
				10/15		-	A	-	A	-	-	-	-	-	5	0538	607 Marquez
				10/16		-	A	-	-	A	-	-	-	-	4	0395	310 Brighton
				10/17		-	A	+	A	+	A	-	-	+	3	0390	110 Addiss
															5	0538	607 Marquez
				10/20		-	+	A	+	A	+	A	-	-	4	0395	310 Brighton
022887			11	09/23		-	C	+	C	+	C	-	-	-	2	0235	176 Dawson
															4	0429	124 Stibolt
019211			12	10/17		-	A	+	A	+	+	-	-	+	2	0253	513 Covarrubias
				10/20		-	+	+	A	-	-	-	-	-	4	0433	113 Jelnick
021321			10	09/19		-	+	+	+	+	C	D	-	+	9	2043	417 Kurdziel

Including Students with:

All-Day Code does not match Period Codes
 Absent any period, then Present followed by an Absent
 Absent at least two periods, then Present at End of Day

Including Anomaly Classes Only