



**PEIMS Department
End of the Year Attendance Check out List**



School Year: 2022-2023

Campus: _____

In Order **Missing**

- | | | |
|--------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [] | [] | Teachers' Attendance Sheets (Second Period Only)
If Applicable* (Six-weeks: 1 st , 2 nd , 3 rd , 4 th , and 5 th) |
| [] | [] | Teachers' Absence Verification Report
(Six-weeks: 1 st , 2 nd , 3 rd , 4 th , and 5 th) |
| [] | [] | PEIMS Student Detail Report
(Six-weeks: 1 st , 2 nd , 3 rd , 4 th , and 5 th) |
| [] | [] | PEIMS Campus Summary Report
(Six-weeks: 1 st , 2 nd , 3 rd , 4 th , and 5 th) |
| [] | [] | Reconciliation of student membership
(1 st and 4 th six-weeks) |

Signature of Principal or Designee

Date

Signature of Attendance Clerk

Date

Signature of Data Entry Clerk

Date

*Note: Copies of 2nd period attendance sheets are needed if the attendance for that day was taken on paper and entered into eSchool by a data entry or attendance clerk. Examples would include but not limited to substitutes, PE or athletic classes, or days in which the network was down.

For Office Use Only

PEIMS Department

Date

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