



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



School Year: 2023 - 2024

Campus: _____

In Order

Missing

- | | | |
|--------|--------|--|
| [] | [] | Teachers' Attendance Sheets (Second Period Only)
If Applicable* (Six-weeks: 1 st , 2 nd , 3 rd , 4 th , 5 th , and 6 th) |
| [] | [] | Teachers' Absence Verification Report
(Six-weeks: 1 st , 2 nd , 3 rd , 4 th , 5 th , and 6 th) |
| [] | [] | PEIMS Student Detail Report
(Six-weeks: 1 st , 2 nd , 3 rd , 4 th , 5 th , and 6 th) |
| [] | [] | PEIMS Campus Summary Report
(Six-weeks: 1 st , 2 nd , 3 rd , 4 th , 5 th , and 6 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 eSchoolPlus by an 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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