

## **Basic Attendance Reminders for Teachers**

- ❖ Attendance should be taken each class period (SECONDARY).
- ❖ Funding period attendance must be taken at the designated time.
  - Attendance Specialist will run the “unrecorded class attendance” report for the funding class period. Ideally, this report should only have teachers that have a substitute for the day.
  - The Attendance Specialist will then send an email to all teachers that did not take attendance and include the Principal on the email.

### **Official Funding time for each campus**

**High School: 9:15 AM**

**Junior High: 8:40 AM**

**Barnett: 10:00 AM**

**Kubacak: 10:00 AM**

**Wollam: 10:00 AM**

## **Paperless First Day Counts**

First Day Attendance is a big deal – a REALLY big deal!!! Making sure everyone follows the correct procedures is essential to make sure we have an accurate list of students as “NO SHOWS”.

***EVERYBODY on Skyward takes attendance online the first day of school!***

- **All** teachers take attendance in Skyward at official attendance time.
- Any student not on your Skyward roster should be sent to a central location designated by your campus.