

NEWFIELD HIGH SCHOOL ATTENDANCE PROCEDURES

Period 1:

- **“Present” is the default attendance.**
You do not have to mark students present
- **Enter “ABSENT” for students not present**

Teachers are to use the “ABSENT” code for any student who is not in class 1st period. This code should only be used for first period. You **may not** put “CUT” in 1st period.

Do not take attendance before 7:15. After 7:15 all students not in class should be marked absent. After 7:15 students must have a Tardy Slip to enter class. If they don't have a pass please send them to the attendance office. It is not necessary for you to change a student's attendance to tardy if they come in with a tardy slip; the attendance office will make the change. If a student comes in with a hall pass, please change attendance to “LTCP”. **All teachers must enter their attendance by 7:30 the absolute latest. We will begin “mass change” at 7:30 each day.** (Mass change sets all students' attendance for each period to whatever is marked in 1st period; therefore, it is imperative that 1st period attendance be entered accurately and before 7:30.) If you need to make a change after 7:30, please call the attendance office.

Periods 2-9:

- **Enter “CUT” or**
- **“LTCP”** (late to class with pass)
- **“LTC”** (late to class)

If a student is not marked “ABS” on your seating chart and is not in class you must enter “CUT” even if you believe the student is on a Field Trip or at a Music Lesson. The attendance office will change the code if and when necessary. If a student enters class late with a legal pass from an AP office, nurse etc. please allow student into class and remove the “CUT” from his/her attendance and enter “LTCP” instead. If they enter with no pass, make sure to put “LTC” for that period.

If a student is marked absent with any absence code such as AB, EAB, HT, AHT, CVT, CRT, REL, DIF, etc. but is present in class, **please call** the attendance office ASAP at 8310 to have the student's daily attendance changed in the system. **All teachers must enter their attendance each period. Please do not wait until the end of the day to enter your attendance.**

If for any reason you are unable to enter your attendance please call the attendance office ASAP and we will enter it for you. **Whenever giving the attendance office any attendance information you must have the student's name and student ID number.** Please keep handy an updated list of your students' numbers.

FIELD TRIPS

When completing a Field Trip list you **must** include Student ID numbers. Please remember to report your attendance to the Attendance Office before you leave.

PLEASE CALL THE ATTENDANCE OFFICE WITH ANY QUESTIONS AT EXT 8310.