SBCUSD ELEMENTARY ATTENDANCE ACCOUNTING
DAILY / WEEKLY / MONTHLY SUMMARY OF BASIC PROCEDURES

Refer to the *Elementary Attendance Accounting PowerPoint* for Complete Procedures
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Cortney Willis Conway (Attendance Accounting) Call 381-1147 or e-mail Cortney.WillisConway@sbcusd.com

DAILY

Enrollment - For Enrollment Procedures refer to: Student Records – 909-880-6615 or Enrollment Placement Services – 909-501-3581.

Withdraw Students - Make sure all required fields are populated in the Record Access Log. Print out "Withdrawal Form*"* under "Reports" at the bottom of the *Demographic* screen. File in notebook in alpha order or electronic folder. When dropping a student, make sure to drop them back to their last day of physical attendance. This does not apply to Suspension days (S), Runaway days (R), or Short-Term Independent Studies (H, F). See *Student Withdrawal Guidelines* for further information.

Student Schedule Change – Follow the procedures in the "Elementary Attendance Workshop PowerPoint*".*

Class Changes - For Teacher/Substitute changes e-mail Debbie Nuñez at debbie.nunez@sbcusd.com.

Substitute Teachers – Obtain a SUB list from the Secretary then Print a *Weekly Attendance Report by Class* (roster) for teachers that are absent, circling or highlighting the date for which attendance is being taken. Collect rosters by 9:20 a.m. and ensure they contain the substitute teacher's signature and date (even long-term substitutes must sign and date each day). After inputting and saving the attendance under *Classroom Attendance,* remember to click the **"Mark Attendance As Complete For This Teacher"** button. **Teachers Must Submit Attendance in Aeries by 9:20 a.m.**

Missing Attendance – Start producing the *Missing Attendance* report at 10:00 a.m. and notify teachers that failed to submit their attendance for the day. Keep producing until all teachers have submitted attendance. After PM teachers submit their attendance, print a final copy. Staple the sub rosters, to the SUB list and the *Missing Attendance* report for each day. File.

Clear Absences - Collect absence notes from teachers and office personnel. Post absence notes, tardy notes, Early Dismissal Permits, Suspensions. You must post a "Code Description*"* from the *Attendance Notes* dropdown box for absences cleared. (Ensure you post the time of the tardy).

Parent Square – Parent Square starts calling parents/guardians regarding absences and tardies at 5:00 p.m. Parent Square system will automatically e-mail the daily attendance "Call List" report to the designated attendance personnel. These reports should be saved to a specific folder in *Gmail* for future reference as needed. Contact Cortney Willis Conway in Attendance Accounting if there is a change in personnel that receive the e-mail.

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WEEKLY

Weekly Attendance Report by Class (Rosters) – Produce and print on the last teaching day of the week (usually Friday) and place in the teachers' boxes for them to sign/date in ink and return to you no later than the first teaching day of the following week (usually Monday).   When producing, remember to **place a check mark** in the box that says **Include Inactive Students.** If attendance person is absent, a <mark>back-up person must complete this procedure.</mark> Ensure the signature date is correct when rosters are returned (can't be dated before the roster is produced and printed). Also post and initial any changes made by the teacher on the roster. Use a check-off list to ensure you received a signed and dated roster back from each teacher. Attach check-off list to the weekly rosters and file with your attendance reports for the month.

Each week should be color coded on printer paper (not cardstock) and pastel (not neon)

Week 1: Yellow   Week 2: Pink   Week 3: Green   Week 4: Blue

Suspension Attendance Listing by Student - Produce the report and make sure you have received all suspensions for the week. If not, follow up with appropriate personnel and make sure you receive a copy of the suspension(s) and post accordingly in attendance. Check "Include Inactive Students" and "Hide Comments".

MONTHLY

Attendance Audit Listing – Produce, print, reconcile. File reconciled report with "Monthly Report".

Course Attendance Audit – Produce, print and reconcile. When producing, remember to **place a check mark** in the box that says **Skip sections tagged not to print** and **Include Inactive students**. File reconciled report with "Monthly Report*"*.

Gain and Loss Report – Uncheck "Group report by program and grade". Print and file with "Monthly Report*".*

Missing Attendance – Produce report for the entire attendance month and make sure no teachers are listed. Print and file with "Monthly Report".

Suspension Attendance Listing by Student – Make sure to check "Include Inactive Students" and "Hide Comments". Produce, print, and make sure you have copies of all suspensions for the month. File accurate report with the "Monthly Attendance Reports".

SDC Queries – Schools with SDC students will produce, print, and reconcile the "Non SDC Students*"* **and "**SDC Students Program Placement Code*"* queries. Schools without SDC students will **only** produce, print, and reconcile the "SDC Students Program Placement Code*"* query. File with "Monthly Report*"*.

Students With Absences-- Check box **Include Inactive Students.** Minimum absences to print should be **"1".** Next to **CODES,** click on **NONE** to remove all check boxes. Place a check mark next to **F, G, H, I, O**. **F** and **H** to ensure your STIS students have the appropriate Attendance Enrollment entries. **G** and **O** to ensure you have not used these codes as they are for Secondaries only. **I** to ensure that you have used no more than 5 days of Immunization per student.

Monthly Attendance Report – Produce and review for accuracy. Reconcile as needed (<mark>do not need to print</mark>).

Monthly Attendance Summary – Produce and review for accuracy. Reconcile as needed. Produce again if reconciliation/corrections were needed (<mark>do not need to print</mark>).

SBCUSD Attendance Accounting 5/9/2024