2026-27 MONTHLY ATTENDANCE REPORT CHECKLIST

Month 1	Aug 13 – Sep 4	Due Sept 11
Month 2	Sep 7 – Oct 2	Due Oct 9
Month 3	Oct 5 – 30	Due Nov 6
Month 4	Nov 2 - 27	Due Dec 4
Month 5	Nov 30 – Dec 25	P1 Due Dec 18
Month 6	Dec 28 – Jan 22	Due Jan 29
Month 7	Jan 25 – Feb 19	Due Feb 26
Month 8	Feb 22 – Mar 19	P2 Due March 26
Month 9	Mar 22 – Apr 16	Due Apr 23
Month 10	Apr 19 – May 14	Due May 21
Month 11	May 17 – Jun 11	P Annual Due June 17

PREPARING THE REPORT:

☐ Input / update all Infinite Campus documentation i.e. new students, completed independent study (change IS1 to IS2 in Infinite Campus) and outstanding UNV absences

☐ Run **(print single sided please!)** Monthly Attendance Summary Report

a) Report Period – use pull down menu to select the month or period you'd like to run
b) TK date – DO NOT CHANGE
c) Choose Attendance Category – select All Categories
d) Choose Grades – select All Grades
e) Review for errors:
   - Only zeroes in the NC column
   - No Long Term Independent Study section (attendance funding category 45)
   - No Home and Hospital section (attendance funding category 18)
   - No Special Day if no SDC class at your site (attendance funding category 19)
f) Refer to Secretary Resources Drive/Business Department for how to fix common errors

☐ Run **(print single sided please!)** Short Term Independent Study Log

Submit the Monthly Attendance Summary Report and the IS Log along with this checklist to MJ in the Business Office by the due date above for each month or attendance period.

Secretary/Attendance Clerk Signature Date School Month (Rev 7/9/26)