Dates: _____ / _____ / _____   thru   _____ / _____ / _____

Mo1___ Mo2___ Mo3___ Mo4___ Mo5___ Mo6___ Mo7___ Mo8 (repeat @ Mo11)___ Mo9___ Mo10___ Mo11___

MUST REMIT TO FISCAL SERVICES' OFFICE ON or BEFORE *the following Friday please.*

SITE:

Initial here	AME
Initial here	AHE
Initial here	AES
Initial here	BES
Initial here	CCE
Initial here	EHC
Initial here	LJM
Initial here	MVE
Initial here	MES
Initial here	RRE
Initial here	TES

Step 1: SIS ENROLLMENT

A. Print *Attendance Audit Listing* (include inactives and exit reasons); correct discrepancies until report is cleared

B. Print *Course Attendance Audit Listing* (include inactives); correct discrepancies until report is cleared; provide a print screen of "no data" message

C. Print *Summary of* [Active] *Students by Program and Grade* and balance against Perpetual Log

D. Obtain current *Perpetual Enrollment Log* (end with same date as the Summary of Students)

E. Print *Gain and Loss* report, using beginning date above through current date *(*"no" to group by program and grade, and "no" to sort by teacher number and student name*)*; if "C" and "D" are not in balance, use this report to locate missing entries

F. Print *Class Load Analysis* by course and period, then by course title; use this report to assess class size loads, ratios, and averages

[Initial here] Send all *originals* to DSC, keeping copies on file in the Attendance office with the following reports, and initial here that Step 1 is complete

Step 2: ATTENDANCE VERIFICATIONS

A. Print **daily** *Missing* [not ABI] *Attendance* sheets; for every name that appears please enter proper notations (keep back-up: sub reports, emails, etc.) NOTE: cleared report will read "no data to print"; print out print-screen as verification

B. Print *Attendance Notes* by date range above, **unless** manual logs are kept instead

[Initial here] Send originals for "A" only (keeping all back-up documentation); keep copies of reports for site files, and initial here that Step 2 is complete

Step 3: MONTHLY ATTENDANCE REPORTING

A. Print *Monthly Attendance Report* (detail), starting in Month 1 thru current attendance month, print and review current month only in order to find and correct discrepancies; reprint if necessary; keep original on file at site

B. Print *Monthly Attendance Summary,* starting in Month 1 thru current attendance month, print out current month only and note that totals match those in the detail report above for the auditors (watch for ADA in wrong programs)

C. Print *Daily Apportionment by Month* for current attendance month only; look for large changes in daily attendance rates, then give to administrator for review and analysis

[Initial here] Send original for "B" only to DSC, keeping a copy on file, and initial here that Step 3 is complete

Step 4: CERTIFICATION

A. Sign and date below in ink, then have Administrator sign and date

[Initial here] Confirm that the enrollment and attendance data has been entered accurately and that the above steps have been performed completely

Thank you for your hard work and have a great attendance month!

Prepared by: _____   Date: /   /_____

Administrator: _____   Date: /   /_____