

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:

Step 1: SIS ENROLLMENT (registrars)

Initial here
Initial here
Initial here
Initial here
Initial here
Initial here
Initial here
Initial here
Initial here

DMM
SMS
TMS
WSM
MMHS
MVHS
CHS
TCA
VMHS

- A. Print *Course Attendance Audit Listing* (include inactives and exit reasons); correct discrepancies until report is cleared; provide a print screen of "no data" message
- B. Print *Attendance Audit Listing* (include inactives and exit reasons); correct discrepancies until report reads "no errors were found"
- 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

Initial here Send all originals to your Attendance Office, who will forward to DSC, keeping copies on file with the rest of the following reports; initial here that Step 1 is complete

Step 2: ATTENDANCE VERIFICATIONS

CHS & TCA only Print *Missing Positive Attendance* report and research all blanks until report is clear

CHS & TCA only Send in original manual attendance rosters for the month, signed and dated in ink, indicating work completed or not (samples must be kept on file for the annual audit)

- 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 *Period Absence Audit* and research all single period of "present" when "absent" the rest of the day
- C. Print *Attendance Notes* by date range above, **unless** manual logs are kept instead, keeping all on file for audit

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

N/A CHS & TCA @

- A. *Mass Change All-Day and Period Attendance Code s [A to A]* from 1st day of school through the end of this attendance month, if students are tagged Absent for all periods (note: all other attendance codes to be put manually into the All Day field during daily attendance updates when applicable; otherwise, change only the periods containing A's)
- B. 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
- C. 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
- D. 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 "C" 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: / /