**SBCUSD ELEMENTARY ATTENDANCE ACCOUNTING**

**DAILY / WEEKLY / MONTHLY SUMMARY OF BASIC PROCEDURES**

Refer to the *Elementary Attendance Accounting PowerPoint* for Complete Procedures

**DEBBIE NUNEZ (Elementary Schools) Call 381-1146 or e-mail debbie.nunez@sbcusd.com**

**JAMES SOTO (Attendance Accounting) Call 381-1147 or e-mail james.soto@sbcusd.com**

***DAILY***

**Enrollment -** For Enrollment Procedures refer to: Student Records – 880-6615 or Enrollment Placement Services – 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. See *Student Withdrawal Guidelines* for further information.

**Student Schedule Change** **–** Follow the procedures in the “Elementary Attendance workshop PowerPoint*”*.

**Complete Class Changes** - For Teacher/Substitute changes e-mail Debbie Nunez 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 Teacher.netAttendance by 9:20 a.m.**

**Missing Attendance –** Start producing the *Missing Attendance* report at 9:30 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 (5-day limit). Post absence notes, tardy notes, Early Dismissal Permits, Suspensions by 3:00 p.m. You must post a “Code Description*”* from the *Attendance* *Notes* dropdownbox for absences cleared. (Ensure you post the time of the tardy).

**Parent Square –**Parent Square starts calling parents/guardians on 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 *Outlook* for future reference as needed. Contact James Soto in Attendance Accounting if there is a change in personnel that receive the e-mail.

***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 **back-up person must complete this procedure.** 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.

***MONTHLY***

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

**Gain and Loss Report –** 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”.

**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*”*.

**Attendance Audit Listing** – Produce, print, reconcile. File reconciled report with “Monthly Report”.

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

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

**Suspension Attendance Listing by Student** – Produce, print, and make sure you have copies of all suspensions for the month. File accurate report with the “Monthly Attendance Reports”.