
ATTENDANCE PROCEDURE SIS-P005

ANSON COUNTY SCHOOLS



1.0 SCOPE:

- 1.1 This procedure outlines the daily and period attendance process for Anson County Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY

- 2.1 School Teacher
- 2.2 SIS Data Manager
- 2.3 Attendance/Registrar Clerk
- 2.4 Principal
- 2.5 School Social Worker

3.0 APPROVAL AUTHORITY

- 3.1 SIS Administrator

Signature

Date

4.0 DEFINITIONS:

- 4.1 SIS-Student Information System
- 4.2 Daily Attendance-absences recorded by day
- 4.3 NCDPI - North Carolina Department of Public Instruction
- 4.4 Blackboard Connect – communication system
- 4.5 Power Teacher – electronic gradebook

5.0 PROCEDURE:

- 5.1 All student absences and tardies must be recorded in SIS
 - 5.1.1 Teachers record absences and tardies in PowerTeacher daily; daily attendance is to be recorded by 11:00 and class attendance, if used, is to be recorded with the first 15 minutes of class.
 - 5.1.2 A class roster is to be included in the Substitute teacher folder; substitutes will take attendance manually on a class roster and return the attendance roster is to the SIS Data Manager/Attendance clerk to be entered into SIS
 - 5.1.3 The laws, rules and guidelines for student attendance as set forth in the *North Carolina School Attendance and Student Accounting Manual* will be followed
- 5.2 Data Manager verifies attendance.
 - 5.2.1 Data Manager/Attendance clerk will check the Attendance Completion Log in SIS to verify that all teachers have taken attendance.
 - 5.2.2 Data Manager/Attendance clerk inputs attendance from substitute teachers and make changes for tardies and absences.

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- 5.3 Data Manager/Attendance clerk print/email and distribute absentee list from SIS to teachers and Child Nutrition.
- 5.4 Attendance calls will be generated automatically for all absentees and delivered nightly by the Blackboard Connect communication system.
 - 5.4.1 Data Manager will monitor calls for unsuccessful deliveries.
- 5.5 Updating previous day(s) attendance.
 - 5.5.1 Students returning from absence should submit authorized permission for return to the Data Manager/Attendance clerk. The appropriate reason codes as set forth in the *NCDPI Student Attendance and Student Accounting Manual* will be entered for each day(s) absence.
 - 5.5.2 Teachers will submit Attendance Correction Form - (SIS-F005) for all attendance corrections.
- 5.6 Attendance Tracking and Notification
 - 5.6.1 The data manager, social worker, school nurse and principal will collaborate to track, monitor and inform parents of excessive absences.
 - 5.6.2 The SIS Attendance Tracking and Notification Module will be used to generate attendance letters on the 20th day of each school month for students accumulating three, five and 10 day absences. Parent letters requesting a parent conference will be generated for students exceeding 10 absences

6.0 ASSOCIATED DOCUMENTS

- 6.1 Anson County Schools Attendance Correction Form (SIS-F005)
- 6.2 The NCDPI Student Attendance and Student Accounting Manual
<http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf>

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SIS-F005	File Cabinet	5 years	N/A	Locked File Cabinet
Daily/Period Attendance Report	File Cabinet/File Server	5 years	N/A	Locked File Cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
01/11/2010		Initial Release
12/01/2011	A	Revision

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08/06/2012	B	Under definitions added 4.3 and removed reference to period attendance; changed period attendance to class attendance in 5.1.1; added substitute folder reference in 5.1.2; added 5.6.3 and 5.6.4; added web link to 6.2
8/15/2015	C	Added "on the 20th school day of each school month" to 5.6.2
02/26/2016	D	Changed NCWISE to SIS

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