



1<sup>ST</sup> STUDENT ATTENDANCE DAY  
& ALL ATTENDANCE DAYS AFTER  
POLICIES AND PROCEDURES

# 1<sup>ST</sup> DAY ATTENDANCE PROCEDURES

Teacher class rosters will have all 18-19 active students listed according to scheduled session for ADA.

A.M. Snapshot Attendance 3rd Period 10:50 AM according to District policy.

P.M. Snapshot Attendance 7th Period 3:30 PM according to District policy.

Night Snapshot Attendance 11th Period 7:40 PM according to District policy.

FIRST DAY ONLY students which are not physically present warm bodies will be marked under column showing A as NS = NO SHOW on printed Attendance Rosters.

All present warm bodies will be marked under the column P as EN = Physically present in class on printed Attendance Rosters.

Teacher submit attendance each period daily in accordance with district policy 20 minutes into the class period except for ADA submitted as times listed.

# TEACHER ACCESS CENTER ATTENDANCE 1<sup>ST</sup> DAY **ONLY** PROCESS

**YOU WILL ONLY HAVE STUDENT WHICH ARE ENROLLED OR NO-SHOWS. No student is ABSENT on the first day of a new school year. Teachers will submit attendance for each period but will not enter ANY ABSENCES/TARDIES.**

**Student Advisors will attempt to contact students prior to close of day which are not present. To have them report the second day of school.**

## 2<sup>ND</sup> DAY ATTENDANCE PROCEDURES AND DAILY THEREAFTER.

Students which were a NO-SHOW student on the first day will need to be **admitted to class only with a printed schedule signed by the campus Academic.**

Students which come to class without a schedule must be **sent to the AP's office** to be sure they are now listed as enrolled.

Counselor's will be given an enrollment form listing students scheduled for classes including the ADA period.

New students will be listed on the ADA attendance roster once Enrolled by the Registrar/PEIMS Clerk the first attendance day. Snapshot attendance times will be submitted according to **SNAPSHOT Attendance Agreement on file (AM session 10:50, PM session 3:30 A & Night session 7:40)**.

Attendance will be taken for each period 20 minutes after the class period begins except ADA submitted at time listed.

**Beginning today students previously Enrolled the 1<sup>st</sup> day will be counted absent if not in attendance. Student must be physically present in class to be counted present according to SAAH section 3.**

# DAILY ATTENDANCE PROCEDURES

Teachers will take attendance according to the official Snapshot times as in agreement on file. (**\*\*See Campus Bell Schedule including Snapshot times Posted on site\*\***) **Attendance is required ALL other class period 20 minutes after class begins.**

All campuses will post ADA Snapshot attendance at 3<sup>rd</sup>/10:50 AM, 7<sup>th</sup>/3:30 PM and 11<sup>th</sup>/7:40 Night session.

All attendance will have to be corrected with the attendance correction form which should include any required documentation.

Attendance corrections are to be completed and turned in to the registrar at the end of each day.

Teacher class rosters will be maintained in accordance with requirements in the **S**tudent **A**ttendance **A**ccounting **H**andbook section 3.6. These are the official AUDIT record for State Funding and filed for 5 school years.

Attendance Date: 8/13/2018

Course-Section Description	Primary Staff	Marking periods	Cycles	Period	Room
13011300-1 TSDATAE	300817 Lambert, R	T1, T2, T3, T4	M, T, W, R, F	3	1206

#	Name	ID	A	T	P	Office Entry	Comment
1	Estrada, Darlene Bessie	050581					
2	Flores, Evalynn Marie	055245			EN¶		
3	Guajardo Rodriguez, Aldo Eduardo	055466	NS¶				
4	Guerrero, Andrea Marie	046642			EN¶		
5	Lester, Lazareia Lavonne	053886	NS¶				
6	Martinez, Bruno	054319	NS¶				
7	Murillo Paredes, Juan Manuel	054167			EN¶		
8	Noyola, Lizette	054421			EN¶		
9	Pena, Priscilla Amber	055452			EN¶		
10	Ramirez, Denisse	053718			EN¶		
11	Roberts, Nicole Alexandra	052605			EN¶		
12	Rodriguez, Gustavo Javier	052449			NS¶		
13	Rodriguez, Sandra Jennifer	054314	NS¶				
14	Rodriguez, Mya Noel	054577			EN¶		
15	Toms, Tristan Lamont	054805			EN¶		
16	Wallace, Isaac Thomas	045789			EN¶		

Teacher signature: Richard LambertDate: 8/13/2018

**ATTENDANCE CORRECTION FORM**

**STUDENT NAME:** \_\_\_\_\_ **local ID:** \_\_\_\_\_

**DATE OF CORRECTION:** \_\_\_\_\_

**REASON FOR CORRECTION:**

**(Name of staff member student was with & room # required.)**

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Teacher \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date Requesting Correction: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

Your signature notes correction was made in the database and attendance sheet correction was verified.

Date of Correction: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM  
Circle one

**ATTENDANCE CORRECTION FORM (example)**

STUDENT NAME: Sample Camp local ID: TC00011

DATE OF CORRECTION: August 14, 2018

REASON FOR CORRECTION: Student was with the principal Mr. Texan in room 112 for a parent conference.

Teacher     X    

Staff Signature: John Pan

Date Requesting Correction: August 15, 2018

Registrar's Signature: Sue Camp

Your signature notes correction was made in the database and attendance sheet correction was verified.

Date of Correction: 8/15/18 Time: 1:30 AM/PM  
Circle one