

ATTENDANCE PROCEDURE  
Elementary Division

Duty: DAILY ATTENDANCE REPORT (form I)

Procedure:

- Step 1. Distribute to teachers on Monday for the coming week.
2. Filled out by teachers and returned to the office daily. (By fifteen minutes after school begins.)
3. Summarized on Daily Attendance Summary.

Duty: DAILY ATTENDANCE SUMMARY

Procedure:

- Step 1. Type out in duplicate, original sent to the visiting nurse, and returned to the office with reason for absence if the absence is more than 3 days. The copy is filed and may be destroyed at the end of the month.
2. The duplicate is sent to the Principal.

SUGGESTED IMPROVEMENT

Revision of the Daily Attendance Report Form I

Divide into a.m. and p.m. The Elementary Division does not need all the space that the secondary division need.

Duty: ATTENDANCE SUMMARY (weekly)

Procedure:

- Step 1. Daily absence is recorded on Attendance Summary
2. At the end of the week a sum total and cross checking should be made.
3. Total attendance, absence, and A.D.A. found.
4. A.D.A. is found by dividing attendance by number of school days in one week.
5. Changes in enrollment record at the bottom of this form.
6. Elementary with Nursery & Kindergarten figures are recorded on the Weekly Statistical Report.
7. All forms are given to the principal to look over at the end of one week and when returned they are kept in a folder.
8. Graph kept showing enrollment and A.D.A.

Duty: EMPLOYEES & TEACHERS DAILY REGISTER

Procedure:

- Step 1. Form is typed for the coming week.
2. Record of time kept on Monthly Labor Record Sheet.
3. If employees have not signed "In" a memo (form attached) can be sent to him and also report made to the principal.
4. Saturday the week's Daily Register is given to the principal. (Also include nursery and kindergarten teachers.)
5. After being returned, they are kept in folder.
6. The month's D.R. given to principal when he signs Time Cards.
7. These D.R. are to be kept and not destroyed.