



## Attendance Taking Procedures & Rules

### Background

In an effort to create and maintain a standard of attendance tracking practice throughout KTCEA, a 'daily attendance protocol' is established for each school to follow.

### Guidelines

#	Procedures	Roles and Responsibilities
1	At the start of each day 1.1 Change Date – File – Change Date 1.2 Secondary Schools initialize Attendance for the day.	School Administrative Assistant
2	Teachers take attendance for the selected day/Class period	Teachers
3	Attendance taken by 9 am and again by 1:00 pm for grades K to 9 Attendance is taken four times daily (by block) or by period, for High School classes.	Teachers
4	Print the days absences using any Codes and under student information tab make sure that the Grade and Phone number boxes are checked off.	School Administrative Assistant
5	Any student checking into the school after 9:00 am should check into the office prior to going to class – the office will make necessary attendance modifications (ie. Late)	Students School Administrative Assistant
6	Call home to verify the reason for student absence	School Administrative Assistant
7	Office makes adjustments to the attendance record	School Administrative Assistant
8	The office's responsibility to see that attendance has been taken for the day.	School Administrative Assistant
9	It is the Principal's responsibility to make sure that everyone has taken their attendance for the day before teachers leave at 4:00.	Principal

10	Secondary Schools will have the Post attendance to register. This has to be done in order to close off the current day. If this step is missed, attendance is not posted or retained.	School Administrative Assistant
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**Definitions:**

Not applicable

**Reference:**

Not applicable

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Superintendent's Office.