

Attendance Summary Report (ASR)

Storing Electronic ASRs and Teacher Verification Log

ASR Reports are stored electronically and no longer printed unless a school is directed to do so by Student Accounting.

- Run ASRs every other Monday for the prior two weeks and for the **Entire School Year**.
- Save the ASRs in the staff SharePoint as a PDF file where teachers can access the reports on their own computer.
- Teacher's review the **bi-weekly ASRs in SharePoint**, email any corrections to the designated attendance office staff to make the corrections in IC.
- Teachers sign the Verification Log indicating that they have reviewed the ASRs in SharePoint.
- The Verification Logs will be saved in the school SharePoint bi-weekly. The office staff will send an email to notify staff which Verification Log file they will need to open and sign Verification Log. The Verification Logs can be kept in the office and all Teacher(s) must sign the logs **bi-weekly**.

NOTE: Schools may choose to run the ASRs weekly but only biweekly is require.

Running the Attendance Summary Report (ASR)

- **On Monday starting the 3rd week of school (all calendars) run the ASR report for the first 2 weeks of school. Every other Monday continue to run ASRs for the prior weeks for the entire year.**
- **3rd Monday run for week 1 & 2**
- **5th Monday run for week 3 & 4**
- **7TH Monday run for week 5 & 6 etc**

To find the ASR report go to: Index> NV State Reporting> NV Attendance Summary Report



- Input Start Date - The Start Date must be the Monday of the first week you are running the report for. The end date must be the Friday of the second week you are running the report for.
- **Selection Criteria** – Secondary schools select “Teacher.”
Elementary schools select “Course”.
- Select “Active Teacher Only” box.
- Select “Teacher Name” under Sort.
- Select State Format (PDF)

The screenshot shows the 'Report Options' form with several red boxes highlighting specific fields and a green callout box. The 'Start Date' is 08/09/2021 and the 'End Date' is 08/20/2021. The 'Period Schedule' is set to 'All Period Schedules' and 'Periods' is set to 'All Periods'. The 'Calendar Selector' is set to '21-22 ARCHIE CLAYTON PRE-A.P.'. The 'Selection Criteria' section has 'Active Teachers Only' checked and 'Teacher' selected. The 'Sort' section has 'Course Name' selected. The 'Format' is set to 'State Format (PDF)'. A green callout box points to the 'Selection Criteria' and 'Sort' sections with the text: 'Elementary choose “Course” and Secondary choose “Teacher”'. A red box highlights the 'Select Course(s)/Teacher(s)' section, which contains a list of names and a note: 'CTRL-click or SHIFT-click to select multiple'.

- **Secondary Schools:**

Select all the teachers or a group of teachers by holding down the Ctrl key on the computer keyboard and highlighting the teacher names by clicking the name(s) with the mouse.

- **Elementary Schools:**

Select AM Attendance 001E and PM Attendance 002E. You can select both courses by holding down the Ctrl on the computer keyboard and highlight the course names by clicking on the course(s) with the mouse.

ALL SCHOOLS:

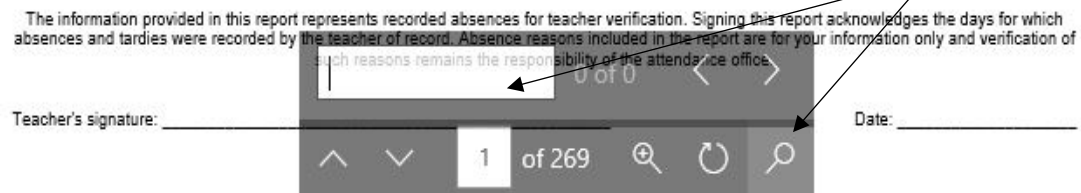
- Choose **Generate Report** - The report will sort by teacher name and classes in alpha order.

Saving the ASRs

- Save the report to your desktop and name it with the **date of the Monday** the report represents adding ASR at the end on the name.
- In the staff SharePoint site create a folder called **“Attendance”** and then create a subfolder and name it with the **current school year ASR (example: 21_22ASR)**. Upload the ASR file from your desktop to the current school year ASR folder in the Staff SharePoint. All teachers should have access. If a teacher does not have access to SharePoint, call IT Helpdesk at 789-3456. (The teacher must go to the attendance office to review the ASRs while the teacher is waiting for access to SharePoint).


Additional Responsibilities


- The designated attendance person in charge of ASRs will **review the first week's ASRs to verify there is a "E" for every student's first day of enrollment.**
- The designated attendance person will also review each report to ensure all ASR are accounted for and look correct.
- Email the teachers bi-weekly after each file is uploaded to the SharePoint letting them know which ASRs are ready to review, the deadline to verify the file and to sign the Verification Log.
- Teachers can quickly search for their ASR by clicking on the magnifying glass when hovering over the bottom of the document and typing in their last name.




- By-weekly attendance staff must print or upload an ASR Report **Verification Log**. The Verification Log can be found on the WCSD Website>Student Accounting>Attendance Summary Report.
- The ASR Verification Log must have all teachers listed so they can sign next to their name for the appropriate date they are verifying. It would be a great idea to create a master teacher list by downloading the fillable Verification Log to your desktop and input all the teacher's names in alphabetical order (Only add the teachers that take attendance and have ASRs). Change the week # and the date range by-weekly.
- Update the Verification Log if you have teacher(s) leave the school or a new teacher to add.
- If corrections are needed, teachers can email the corrections to the designated attendance person or print the ASR page(s) from SharePoint, make the corrections and give it to the attendance office to enter the correction(s) in IC.

- By-weekly teachers must sign the ASR Verification Log (retained in the office) or sign the ASR Verification Log on the Staff SharePoint after they have reviewed their ASRs and turned in any corrections.
- Staff can access Verification Log on the School SharePoint Page by clicking on the 21-22 Verification Logs File>Click on the VL week 1&2 8_9-8_13 8-16-8_20>Type name next to their name on the Log and date it the day they review the ASR forms.

 ATTENDANCE ... >

 VERIFICATION LOGS 21-22 ... >

 VL week 1&2 8_9-8_13 8-16-8_20 ...

Attendance Summary Report Verification Log		
WEEK #:	1	WEEK OF: 08 / 09 / 2021 - 08 / 13 / 2021
WEEK #:	2	WEEK OF: 08 / 16 / 21 - 08 / 20 / 21
The information provided in this report represents recorded absences for teacher verification. Signing this report acknowledges the days for which absences and tardies were recorded by the teacher of record. Absence reasons included in the report are for your information only and verification of such reasons remains the responsibility of the attendance office.		
Teacher Name	Teacher Signature	Date
SNOW WHITE		

- **Teachers must review and sign the Verification Log by Friday every other week.**

IMPORTANT

- The Nevada Department of Education uses the Verification Log for state audit. It is imperative that the person who is responsible for the ASRs must check bi-weekly that **EVERY teacher has signed and dated the ASR Verification Log** and contact any teacher if they have not signed.
- School sites may choose to have the staff sing a hard copy of the verification log in the office. School sites may also choose to have the staff sign the verification log in the school SharePoint Verification Log file.
- Once **all teachers** have signed the ASR Verification Log, scan it, save it to your desktop and name it with the date of the Monday the report represents adding VL at the end of the name.

- In the SharePoint site, in your “**Attendance**” folder, create a subfolder called **with the current school year VL (example: 21_22VL)**. Upload the saved Verification Log from your desktop to the **current school year VL** file or you can have your staff sign the log in the SharePoint site. Please make sure that all files are clearly labeled so that the staff has quick and easy access.
- Once all files have been uploaded to SharePoint, delete the report on your desktop.
- **ASR must be retained for two years, do not delete any reports from the SharePoint site.**

To access SharePoint site:

<https://washoeschools.sharepoint.com/SitePages/School-Data.aspx>

Where to find ASR Instructions and Verification Log:

Departments> Student Accounting> Attendance Summary Report (ASR)

Call or email your Student Accounting Tech. with any ASR questions:

Elementary Schools: Sherry Sykes: 775-861-4427 ssykes@washoeschools.net

Middle Schools: Debbie Annand: 775-861-4442 dannand@washoeschools.net

High Schools: Diane Bolton: 775-861-4430 dbolton@washoeschools.net