Attendance Monthly Checklist

School Year:

_____

School:

_____

Month Report #: _____

Date: _____

Completed

1. Use **Attendance Management** page to search for any unverified absences. Unverified absences (All Day Code or Period Code) must be verified and reported as excused or unexcused. — **DAILY** — ☐

2. Clear absence (unverified) and check tardy codes — **DAILY** — ☐

3. Run Attendance Audit Listing Report to address and resolve any issues with student scheduling. — **MONTHLY** — ☐

4. For Secondary run Course Attendance Audit report and the Period Absence Audit report. — **MONTHLY** — ☐

5. Run Enrollment by Teacher Report and group by grade. — **MONTHLY** — ☐

6. Verify Independent Study students by confirming correct contract dates, signatures and student work are included. — **MONTHLY** — ☐

7. Run Monthly Attendance Report and the Monthly Attendance Summary report — **MONTHLY** — ☐

8. Principal Signs Monthly Attendance Summary Report — **MONTHLY** — ☐

9. Email reports to Erika Guardado at the District Office — **MONTHLY** — ☐

10. All Reports should be printed and placed in boxes by month along with all parent/Dr notes, call logs and independent study contracts.

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