

Campus Name: _____

Date: _____ Bell Schedule: _____

Check all attached:

- Recorded Class Attendance
- Sub Attendance
- Teacher Attendance
- Early Release Log
- Field Trip Attendance
- Testing Attendance Roster
- Nurse Log
- Tardy Log
- Notes from Campus Staff Changing Attendance
- Alternate Attendance Time Form
- Discipline Attendance Notification

Completed and/or Saved to Department Drive:

- Mass Change for a Range
- Day Summary
- Notes from Campus Staff Changing Attendance
- Discipline Attendance Notification
- Nurse Log

Registrar Signature: _____

Date: _____

Campus Name: _____

Six Weeks Reporting Dates: _____

Check all attached:

Teacher Attendance Verification

Contact Hours Report

Signed by Registrar, Attendance & PEIMS Coordinator

Daily Attendance Packets

Check all saved to department drive:

Entry/Withdraw Report

Absence Occurrence Report

Discipline Summary Report

Average Daily Attendance

Daily Register

Registrar Signature: _____

Date: _____

Attendance Clerk Signature: _____

Date: _____

Campus Name: _____

Date: _____ Bell Schedule: _____

Check all attached:

- Recorded Class Attendance (WS/OF/AT/RE/AR/DR/RC)
- Sub Attendance (WS/SR/TX/RE/AT/AW)
- Teacher Attendance (If we have computer crash and need to write attendance)
- Early Release Log (Online Google doc)
- Field Trip Attendance (WS/SR/TX/RE/AT/AW)
- Testing Attendance Roster (Campus admin creates and provides)
- Nurse Log (Report from data mining)
- Tardy Log (Elementary hand written log)
- Notes from Campus Staff Changing Attendance
- Alternate Attendance Time Form
- Discipline Attendance Notification (WS/OF/DI/RE/RS/PN)

Completed and/or Saved to Department Drive:

- Mass Change for a Range (WS/OF/AT/PS/UT/MR)
- Day Summary (WS/OF/AT/RE/AR/DR/DS)
- Notes from Campus Staff Changing Attendance
- Discipline Attendance Notification (WS/OF/DI/RE/RS/PN)
- Nurse Log (Report from data mining)

Registrar Signature: _____

Date: _____

Campus Name: _____

Six Weeks Reporting Dates: _____

Check all attached:

- Teacher Attendance Verification (WS/SR/TX/RE/AT/AV)
- Contact Hours Report (WS/SR/TX/RE/AT/CH)
Signed by Registrar, Attendance & PEIMS Coordinator
- Daily Attendance Packets

Check all saved to department drive:

- Entry/Withdraw Report (Report from data mining)
- Absence Occurrence Report (WS/OF/AT/RE/AR/AO)
- Discipline Summary Report (WS/OF/DI/RE/RS/DS)
- Average Daily Attendance (WS/SR/TX/RE/AT/AD)
- Daily Register (WS/SR/TX/RE/AT/DR)

Registrar Signature: _____

Date: _____

Attendance Clerk Signature: _____

Date: _____