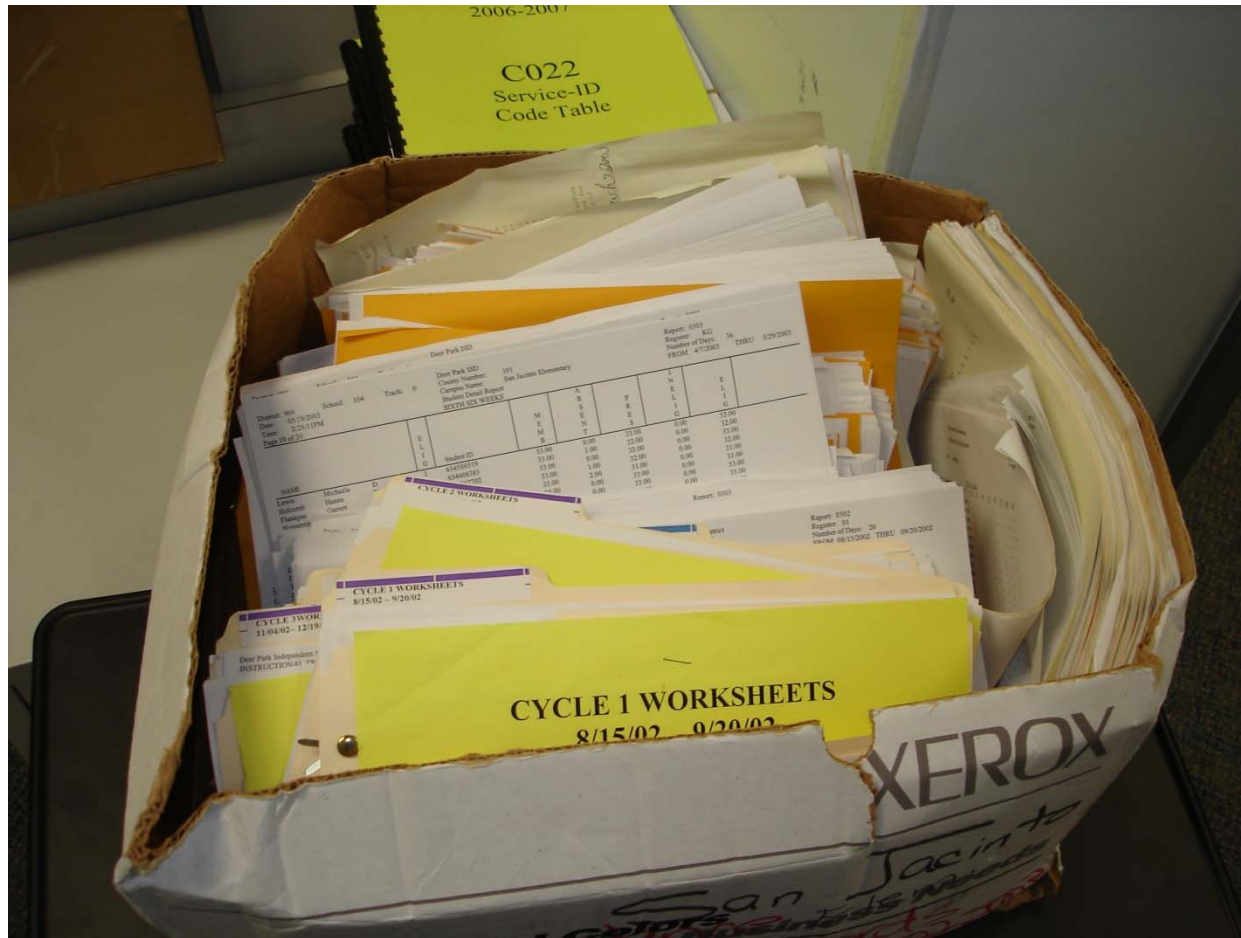




GET YOUR ACT TOGETHER

Are you afraid to open your Audit Box?
Is it an auditors nightmare? Here are
some tips on how to organize those
auditable documents.

Is this what an auditor sees when looking at your records?



Would you like your records to look like this?





You will need the following items
to make the binders.

- Table of Contents – with 8 inserts
- Spine Inserts (I use Avery sets to make these and Table of Contents)
- Front Cover
- 4" Binders – one per six weeks
- 3" Binders – one per six weeks



Example of Table of Contents

- Tab 1 – Daily Register
- Tab 2 – Daily Register Summary WS; E/W WS
- Tab 3 – Day Summary by Grade Level
- Tab 4 – Teacher Verification Report by Week
- Tab 5 – Sign In/Out Sheet from Raptor
- Tab 6 – Recorded/Unrecorded Attendance Report
- Tab 7 – Substitute Attendance Forms
- Tab 8 – Cycle One – First Day Rosters



Example of Spine Insert



CAMPUS NAME
CYCLE ONE
DATES OF SIX WEEKS

Example of front cover instructions

■ ATTENDANCE BINDERS SET UP

- Each six weeks of attendance reporting will have its own binder. Once you have completed a six weeks and run the Daily Register and made sure that everything has balanced it will go in this order:
- Divider One: The Daily Register run for the current cycle with all daily numbers/absences checked against the Day Summary and Entries/Withdrawals Worksheets. Signed by Principal and Attendance Clerk.
- Divider Two: Daily Register Summary by grade level. This is the worksheet that I provide with all formulas and formatting done. You MUST have one worksheet per grade level and enter information daily.
- Divider Three: Day Summary by grade level with all absence reasons shown on each day.(ABS, TDY, NSH, DR, etc...) These should show any changes made and initialed by you each day. Do not put a clean copy from the end of the day. An auditor would rather see work that has been done.
- Divider Four: All teacher verification sheets for current six weeks. These are run by the teacher EVERY Friday.
- Divider Five: Sign in/out sheet or record off Raptor where students have been signed in tardy, out for doctor, etc. for each day in the six weeks.
- Divider Six: The Recorded and Unrecorded Teacher Attendance Report run at official attendance taking time for your campus.
- Divider Seven: Substitute Attendance Forms
- In the first six weeks binder: Your first day rosters/Students in Transit / E/W Reports that helped in arriving at each grade level first day number go behind Tab 8.
- Binders will be turned in to the SIS Data Analyst at Technology one week after the end of the six weeks and you will be given the binders for the next six weeks.

This should help keep everything together and make it readily accessible should there be an audit during the summer.

Thanks for everything you do to make this system work. It has really helped us out during the summer when we have to look through your campus stuff for information.

HAVE A GREAT SCHOOL YEAR!

Daily Register Summary

Day of Week	Date	Beg. Membership	Entries	Withdrawals	Cycle One		Grade 6	Present
					End Membership	Absent		
Monday	8/21/2017	0	0	0	251	0	251	
Tuesday	8/22/2017	251	4		255	2	253	
Wednesday	8/23/2017	255	0	2	253	1	252	
Thursday	8/24/2017	253	0	0	253	5	248	
Friday	8/25/2017							
Sub-Total		759	4	2	1012	8	1004	
Monday	8/28/2017							
Tuesday	8/29/2017							
Wednesday	8/30/2017							
Thursday	8/31/2017							
Friday	9/1/2017							
Sub-Total		0	0	0	0	0	0	
Monday	9/4/2017							
Tuesday	9/5/2017	253	6	0	259	8	251	
Wednesday	9/6/2017	259	0	5	254	3	251	
Thursday	9/7/2017	254	0	0	254	10	244	
Friday	9/8/2017	254	0	0	254	9	245	
Sub-Total		1020	6	5	1021	30	991	
Monday	9/11/2017	254	0	0	254	11	243	
Tuesday	9/12/2017	254	0	0	254	9	245	
Wednesday	9/13/2017	254	0	2	252	8	244	
Thursday	9/14/2017	252	3	0	255	12	243	
Friday	9/15/2017	255	2	0	257	10	247	
Sub-Total		1269	5	2	1272	50	1222	
Monday	9/18/2017	257	0	0	257	10	247	
Tuesday	9/19/2017	257	0	0	257	9	248	
Wednesday	9/20/2017	257	0	0	257	4	253	
Thursday	9/21/2017	257	0	2	255	3	252	
Friday	9/22/2017	255	1	0	256	5	251	
Sub-Total		1283	1	2	1282	31	1251	
Monday	9/25/2017	256	1	0	257	7	250	
Tuesday	9/26/2017	257	0	0	257	10	247	
Wednesday	9/27/2017	257	0	0	257	11	246	
Thursday	9/28/2017	257	1	1	257	15	242	
Friday	9/29/2017	257	0	0	257	10	247	
Sub-Total		1284	2	1	1285	53	1232	
Cycle Totals		5615	18	12	5872	172	5700	



Daily Register Summary WS

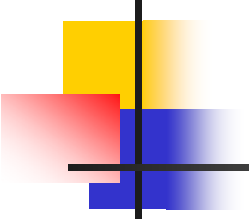
- The Daily Register Summary is an excel worksheet that can be made to tally totals by the day, week and six weeks. This allows clerks on the campus to check totals day by day against the Daily Register and make sure entries/withdrawals, absences and total students present all match.



E/W Worksheet

- This form is a way to look back at grade level changes that were made during the six weeks and entries and withdrawals to help verify any changes to enrollment.

Teacher Verification Reports



lscatr32.p 10-4
05.17.06.00.04

DEER PARK JR HIGH
Attendance Summary Report by Class

09/14/17

Page:1
9:52 AM

Course: Pre-algebra 8
Teacher: Heather Page

Section: 12
Period: 01

Starting Date: 08/21/2017
Ending Date: 08/25/2017

08/21/2017

- TOTALS -

Student ID	Student Name	M	T	W	T	F												EXC	UNX	TDY	OTH
202243	[REDACTED]	+	+	+	+	*												0	0	0	0
301749	[REDACTED] M.	+	+	+	+	*												0	0	0	0
308324	[REDACTED] L.	+	+	+	+	*												0	0	0	0
185383	[REDACTED] A.	+	+	+	+	*												0	0	0	0
185693	[REDACTED] M.	+	+	+	+	*												0	0	0	0
313433	[REDACTED] L.	+	+	+	+	*												0	0	0	0
185417	[REDACTED]	+	+	+	+	*												0	0	0	0
315334	[REDACTED] L.	+	+	+	+	*												0	0	0	0
301069	[REDACTED]	+	+	+	+	*												0	0	0	0
185599	[REDACTED] II	+	+	+	+	*												0	0	0	0
187357	[REDACTED]	+	+	+	+	*												0	0	0	0
183721	[REDACTED]	+	+	+	+	*												0	0	0	0
185966	[REDACTED] Ave G.	+	+	+	+	*												0	0	0	0
183590	[REDACTED]	+	+	+	+	*												0	0	0	0
301354	[REDACTED] N.	+	+	+	+	*												0	0	0	0
187588	[REDACTED]	+	+	+	+	*												0	0	0	0
200901	[REDACTED] S.	+	+	+	+	*												0	0	0	0
185624	[REDACTED] T.	+	+	+	+	*												0	0	0	0
185951	[REDACTED]	+	+	+	+	*												0	0	0	0
309181	[REDACTED] R.	+	+	+	+	*												0	0	0	0
186052	[REDACTED] M.	+	+	+	+	*												0	1	0	0
315031	[REDACTED]	+	+	+	+	*												0	0	0	0
186004	[REDACTED] Jr	+	+	+	+	*												0	0	0	0
302186	[REDACTED]	+	+	+	+	*												0	0	0	0
310198	[REDACTED]	+	+	+	+	*												0	0	0	0
186019	[REDACTED] A.	+	+	+	+	*												0	0	0	0
177703	[REDACTED]	+	+	+	+	*												0	0	0	0
186419	[REDACTED]	+	+	+	+	*												0	0	0	0
307804	[REDACTED]	+	+	+	+	*												0	0	0	0

- + = Present
- = Not Enrolled
- * = No School
- (Space) = Class Doesn't Meet
- A = School Activity
- E = Excused Absence
- J = Judicial
- N = No Show
- S = Suspension
- X = Excused - with Funding
- B = DAEP ABSENCE
- F = Not against PA or Exempt
- K = All Day Dr Note - Excused
- O = Other
- T = Tardy
- Z = Truant
- C = College Day
- H = Homebound
- L = Web Tardy
- P = Pregnancy-Related Services
- U = Unexcused Absence
- D = DAEP-Present
- I = In-Sch Suspension
- M = Doctor's Note-Return to S
- R = Religious
- W = Web Teacher Absence

Signature _____

Date _____

***** End of report *****

Sample of Sign In/Out Sheet

Student Sign In/Out List

From 9/8/2017 to Present
Fairmont Elementary

Student	Parent	ID Number	Reason	Excused	Student Notes	Parent Notes	Building	Time In	Time Out
Elyen Valdez		312198	Tardy	No			Fairmont Elementary	09/08/2017 07:47 AM	
Alexander Watts		309532	Tardy	No			Fairmont Elementary	09/08/2017 07:48 AM	
Luisa San		308223	Tardy	No			Fairmont Elementary	09/08/2017 07:48 AM	
Logan Dickering		308395	Tardy	No			Fairmont Elementary	09/08/2017 07:48 AM	
Wendell Grapades Assabile		310579	Tardy	No			Fairmont Elementary	09/08/2017 07:48 AM	
		305008	Tardy	No			Fairmont Elementary	09/08/2017 07:48 AM	
ASa Hill		315262	Tardy	No			Fairmont Elementary	09/08/2017 07:49 AM	
Andrew Warrick		305190	Tardy	No			Fairmont Elementary	09/08/2017 07:49 AM	
Gavin Watts		303768	Tardy	No			Fairmont Elementary	09/08/2017 07:49 AM	
Armani White		312063	Tardy	No			Fairmont Elementary	09/08/2017 07:49 AM	
Michael M		312684	Tardy	No			Fairmont Elementary	09/08/2017 07:50 AM	
William Dennis		310751	Tardy	No			Fairmont Elementary	09/08/2017 07:51 AM	
Tracie COOK		314385	Tardy	No			Fairmont Elementary	09/08/2017 07:53 AM	
Jonathan Hawkins		300185	Doctor/Dentist	Yes			Fairmont Elementary	09/08/2017 08:20 AM	
Arianna Quinn		314071	Tardy	No			Fairmont Elementary	09/08/2017 08:29 AM	
Aiden Squire		313866	Tardy	No			Fairmont Elementary	09/08/2017 08:56 AM	

Recorded/Unrecorded Attendance Report Sample

lsoatr31.p 09-4 DEER PARK JR HIGH 09/14/17 Page:1
 05.17.06.00.00 Recorded Class Attendance 9:59 AM

DATE: 09/14/2017 PERIOD: 2 PERCENT OF CLASSES WITH RECORDED ATTENDANCE: 36/43 (84%)

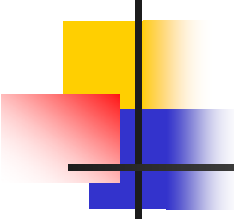
<u>ALPHAKEY</u>	<u>NAME</u>	<u>FINISHED</u>
AMENDAMY000	Amend, Amy	9:45 AM
BERRYJOE000	Berry, Joel	9:45 AM
CHANDTRA000	Chandler, Tracie	9:46 AM
CORRYGIN000	Corry, Gina	9:43 AM
...

lsoattr04.p 19-4 DEER PARK JR HIGH 09/14/17 Page:1
 05.17.06.00.00 Unrecorded Class Attendance Report 9:59 AM

Date Range: 09/14/17 - 09/14/17

<u>Date</u>	<u>Day</u>	<u>Teacher</u>	<u>Cor/Sect</u>	<u>Prd</u>	<u>Description</u>	<u>Method</u>	<u>Doc #</u>
09/14/2017	THU	Baker, Jessica	JH0207	/12	02 Math 7	Mixed	
		Barclay, Amy	JH0108	/32	02 Language Arts 8	Mixed	
		McGill, Jim	JH1200	/22	02 Study Hall	Mixed	

***** End of report *****



Substitute Attendance Form

SUBSTITUTE ATTENDANCE FORM

Date: _____ Teacher Name: _____

Class: _____ Period: _____

Student Name/ID (if available)	Grade



In Summary

- With all necessary printouts in one binder, an auditor can easily look at any day during a six week period and see that the Day Summary, Teacher Verification, Daily Register reports and sign in/out sheets are all balanced.