

Attendance Procedures
Grayling High School

A. General Attendance

1. Teachers are to take roll on an hourly basis for all of the students in your classes (including student aides and independent study students) in GradeQuick and “send” their attendance **within the first 15 minutes of every class period.**
2. Teachers are to have correspondence with their absent students inquiring 1) Why were they absent? 2) Did they get it excused? 3) Did they obtain their make-up work?
3. You may only send attendance, corrections changes, etc. the day they occur. Any attendance sent after the current day, are not recorded by the office computer.
4. **Official Record Book:** The Official Record Book will be one of two things: The Attendance Book or Grade Quick. If you choose to use GradeQuick as your official record book you must print out the attendance from GradeQuick at the end of each trimester, sign it and turn it in at the end of the school year. As a professional, it is your choice whether you are going to use GradeQuick or the Attendance Book as your “Official Record Book” (ORB). If you use the attendance book, you must have the dates listed at the top of the columns. If you use GradeQuick as your ORB you must keep a list of your Adds and Drops, and put them on your printouts.
5. During the first two weeks of classes there are many students who add or drop classes. Keep track of your attendance and adds or drops for the first week on the roster that will be in your boxes before classes begin on the first day of school. After the first week the classes will stabilize and you should then enter the class lists and attendance into your Attendance Book if that is your ORB. Turn the roster in to Teresa Bonamie who will keep these on file for one year. *If your computer is not working, you must use the “Emergency Attendance Sheet” to send your attendance to the office within the first 20 minutes of class.
6. The codes which may be sent by teachers are as follows:
 - a. “T” – Tardy.
 - b. “A” – Absent, countable.
 - c. “E” – Absent, No-count.
7. On Friday afternoon, the attendance secretary (Sheri Mitchell) will print the attendance from the prior week so that teachers may make corrections in their ORB or the office records for that week.
 - a. Teachers are to check their ORB against the office’s attendance record. If changes are to be made in the office’s record, the teacher makes the correction on that sheet and turns it in to Donna Boughner by Tuesday.
 - b. If there are changes to be made in the teacher’s ORB the teacher makes those changes.
 - c. Regardless of whether or not changes are made on the roster, the teacher signs the roster and returns it to the attendance secretary **by the end of the day on Tuesday.**
 - d. Teachers are to also check blue binder in mail room by Wednesday of each week. Any corrections made in binder will be recorded in the office.
 - e. The attendance secretary will keep these rosters on file for one trimester.
8. Teachers **MUST** keep track of their added/dropped students in their ORB. You will know when a student has added or dropped your class when the student shows up in your

Grade Quick records as add or a drop. In your ORB, write “Add” or “Drop” and the date of the “Add” or “Drop”. If your ORB is GradeQuick you should write the Student Name, Date and Hour of the Added or Dropped student on a list to transfer or attach to printouts.

9. Administrative changes to attendance:

The attendance secretary on a weekly basis will provide teachers with a weekly summary of students whose absences should be changed to no-count absences. The teachers will review the list and make the appropriate changes in their ORB.

10. At the end of each year, teachers will sign the front cover of their Attendance Book and turn it in to the attendance secretary. If you use GradeQuick as your ORB, you should print out the attendance in its entirety for all trimesters then sign it, put it into a folder and turn this in to the person listed on your check out sheet at the end of the year.

B. Count Day Made Easier!!!!

1. Teachers will record attendance for the count day as described below by marking attendance in their Attendance Book using the codes as described in A.5. (above) and marking “P” for Present.
2. If a student is absent for count day, you MUST mark “P” in your attendance book the first day they return to your class.
3. Highlight your attendance books, and printouts, for this time period.

C. Substitute Teachers:

1. Teachers are to keep updated rosters in their substitute folders for each class.
2. Substitute teachers will be provided with a sheet on which to keep attendance for the day. At the end of the day the substitute will give this sheet to the attendance secretary or the office aide will pick them up from the classrooms.
3. The attendance secretary will enter the attendance into the BAISD system, copy the sheet and return the original sheet to the teacher with a check mark and initials on the right hand corner of the page.
4. The teacher will then enter the attendance from the sheet into their Attendance Book.

D. Contact List:

The attendance secretary will check the collected attendance each class period to make contact with parents of students on the contact list.