



Attendance Reporting-Procedure

At the beginning of the class, attendance should be taken by the teacher. If a student is present, a P is indicated, if absent an O is used. When a student arrives late for class an L is inserted into the O originally indicated. Should a student leave the class early, the teacher is to make the P, an A and if it's a L, then change to an A. The teacher is also required to write up an incident report on skipping. This eliminates the need for erasing data on the sheets.

Teachers are to use a **BLUE PEN** only, so that the reader is confident they are reviewing an original attendance sheet.

Teachers are not to record any other data on this sheet, for example participation marks etc. Teachers should use a copy of the attendance form for these types of records.

Teachers are not to mark any other symbols into the sheet regardless of the knowledge of a student's reason for missing school.

Teachers are to record the class attendance into the Maplewood system by the end of each class.

Reception verifies that each class has been entered and that all students are accounted for. Reception will inform the teacher if attendance has not been entered, as well as a notification to the Director/Principal.

Students Services personnel completes the attendance requirements for the day and rolls over the Maplewood system.

At **only** the Director/Principal's discretion, a student's attendance may be modified for the following reasons:

- T- Travel, as required to and from their home Community
- F- Funeral, as travel is required to their home Community
- S- Sickness, this is for sickness, Medical and Dental Appts
- O- Uncategorized, Other

E- Exams, Provincials, Excused
X- Extended Leave

The Receptionist, and Students Services Personnel, must record on Form # F.2.G-EX1 the particulars of the need for student attendance modification. This form is to be printed out by the Students Services Personnel at days end, and be signed off by the Director/Principal. This form is to be kept with the monthly attendance file.

A weekly record (**photocopy only**) of the Teacher attendance form shall be submitted by the teacher to the Student Services Person for collection. The teacher shall print out a copy of the Maplewood attendance (Register) for each class. The teacher will compare the original attendance with Maplewood and identify on the audit sheet discrepancies. The teacher is expected to sign the register, and the photocopied attendance document to identify that the copies they have compared are those they have signed.

The teachers audit findings shall be put onto form # F.2.G-EX2, which will identify discrepancies between Maplewood and the teacher's attendance form.

Finance will perform a final audit, and identify any additional errors, or omissions not previously stated if applicable. Their function is only in this capacity.

Student Services, will then speak to each teacher who has been identified via the audit process for clarification on the students attendance. Once the form is completed, it shall be presented to the Director/Principal for authorization to override recorded Maplewood Data. If authorized, the corrections shall be in green on the original teacher's attendance sheet.

On a monthly basis, the finalized teacher's **original attendance** sheet shall be handed into reception. The final week shall be audited immediately, as the report to Southeast Student Services is required. Teachers and Student Services shall follow the weekly process previously identified.

After all corrections and notations have been completed, the attendance shall be scanned into the Schools attendance folder by the Student Services personnel. Access shall be restricted to Read only status. It shall contain the daily absenteeism forms F.2.G-EX1 and Weekly Audit Forms, F.2.G-EX2 as applicable.

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