

## **Student Attendance Procedures**

Classroom teachers record daily attendance via our student management system – Alma. Substitutes may call in the attendance to the main office but teachers must do attendance electronically. All teachers will keep a current copy of their attendance list in their sub folders.

Attendance should be noted at 8:20 AM and recorded by 8:30 AM. Everyone is expected to record attendance by 8:30 AM every day. The attendance secretary calls every absent child whose parents have not already called us. We need your attendance recorded by 8:30 AM so that every child can be located.

Students who arrive AFTER 8:20 AM must sign in at the main office and obtain a pink tardy slip to be presented when entering the classroom.

Each morning, some children will give you notes about early dismissal or new dismissal arrangements. Elementary teachers will clip these notes to the outside of their classroom doors. Secondary TA's will have their students with these notes bring them directly to the main office.