

Daily Attendance Procedure for Middle Schools (ISD-P006)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Information Systems Department implements and supports daily attendance using Classxp and SASIxp in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Information Systems

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 ISD – Information Systems Department
- 4.2 Classxp – Pearson Education Technologies software used for grading, progress reports and daily attendance.
- 4.3 SASIxp – Pearson Education Technologies software used for student information tracking.

5.0 PROCEDURE:

- 5.1 Teachers log into Classxp to take attendance. Refer to work instructions below:
 - 5.1.1 Classxp Attendance for Middle Schools (ISD-ATT-W001)
 - 5.1.2 Exception: Substitute teachers will be given a class list to take attendance manually. List is then given to secretary after homeroom period.
- 5.2 Secretaries verify attendance.
 - 5.2.1 Secretaries run “Attendance Not Taken” report from SASIxp to verify that teachers have taken attendance.
 - 5.2.2 Secretaries input attendance from substitute teachers and make changes for tardies.
- 5.3 Secretaries print and distribute Absence List (ATD07) from SASIxp to teachers.
- 5.4 Updating previous day attendance.
 - 5.4.1 Students returning from absence should submit authorized permission for return to the main office.
 - 5.4.2 Secretaries change un-excused absence to excused absence in SASIxp attendance module.
- 5.5 If an Employee has a problem that cannot be answered by using the above appropriate work instructions call the ISD Help Desk for assistance.

Daily Attendance Procedure for Middle Schools (ISD-P006)
Milford Public School District

6.0 ASSOCIATED DOCUMENTS:

6.1 Classxp Attendance for Middle Schools (ISD-ATT-W001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Above Manuals	File Server	Permanent	NA	Daily Backup

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/25/2003	A	Initial Release
10/15/2004	B	Change title in 2.0; remove 5.1.2 and 5.1.3; remove 6.2 and 6.3

* * * E n d o f p r o c e d u r e * * *