

La Joya ISD
District Improvement Plan Protocol
“Teachers Posting Attendance”

- Purpose:** Student attendance is crucial for academic success and school funding. Attendance records are auditable by the TEA as well as other organizations. It is very important that attendance is posted on time and as accurate as possible.
- Details:** Teachers are responsible for posting attendance in the Skyward website at their respective campus. For ADA purposes, attendance will be properly posted by the designated time.
- Step 1:** Teachers will post attendance no later than 15 minutes before the end of the 2nd instructional hour each day.
- Step 2:** If the student arrives late to class, the teacher **will** change the code from absent to tardy (secondary schools). For elementary schools, if the student arrives after ADA has been posted, they will be marked absent but present for instruction by the attendance clerk.
- Step 3:** In the event a teacher is absent, the substitute teacher will record attendance using an attendance roster and will submit the attendance roster to the attendance office before the end of the second instructional hour. The teacher will enter the attendance for all the other class periods the following workday.
- Step 4:** Each campus **will** have their own signal that announces to all teachers that attendance must be posted. (ex. Intercom announce, bell ring, etc.)
- Step 5:** By the end of the second instructional hour, the attendance clerk will run the attendance reports (Recorded Class Attendance and Unrecorded Class Attendance) to identify teachers who have and have not posted attendance.

- Step 6:** If a teacher has not posted attendance, the attendance clerk will remind the teacher via intercom, class visit, note, etc.
- Step 7:** The attendance clerk will be responsible for coding absences properly after it has been determined by an administrator if each absence is excused or unexcused.
- Step 8:** Attendance clerks will run reports of teachers that are not posting attendance and forward reports to the principal/designee. In addition, the clerk will generate a percentage attendance report weekly on a Monday so that the principal/designee can review the past weeks attendance rates.
- Step 9:** Administrators will monitor that the attendance procedures are being followed.

Note: Documentation for attendance purposes submitted by parents, medical professionals, etc. will be collected by the attendance office and filed in individual student attendance folders. These folders will be kept at the campus attendance office until the end of the school year.

At the end of each school year, all attendance documentation such as excuses, daily registers, etc. will be boxed together for storage. The attendance boxes will be kept for two years at the campus then sent to the district storage facility and kept according to the State record retention schedule. The principal/designee will attest that this retention procedure has been completed at the end-of-the-year's District PEIMS exit meeting.

Attendance Procedures for High School STAAR EOC Testing

Purpose: The purpose of this procedure is to establish a uniform method for recording attendance information during State testing at each high school. This same method will be used during benchmark testing if the students' schedules are disrupted as they are for State testing.

1. The Campus Testing Coordinator (CTC) will create attendance sheets using the form approved by the District for the purpose of recording attendance during the days of testing.
2. The CTC will provide each Test Administrator (TA) with 3 copies of the Testing Attendance Sheet for each test session.
3. TAs will record attendance on the first copy of the Testing Attendance Sheet in the 1st period column during the first 15 minutes of testing.
4. The Testing Attendance Sheets with the 1st period column completed will be collected as early as possible after testing begins. Campus staff will be assigned to call parents of students who are marked absent 1st period to try to get them to come in for testing.
5. The TAs will record attendance on the second copy of the Testing Attendance Sheet in the 2nd period column no later than 15 minutes before the end of the 2nd hour of testing.
6. The CTC will collect the attendance sheets with the 2nd period column completed and deliver the attendance sheets to the attendance clerk or assigned staff for the purpose of recording absences in Skyward (PEIMS student information system).
7. The attendance clerk or assigned staff will mark each student who is testing either absent or present for 2nd period (ADA period) in Skyward before the end of the school day and sign the attendance sheets indicating the date and time when the attendance was entered into Skyward.
8. On the third copy of the Testing Attendance Sheet, the TA will record attendance for students who arrive late after 2nd period attendance has been collected. The third copy of the attendance sheets will be submitted to the campus testing coordinator by the test administrators along with their testing materials when done testing.
9. The attendance clerk or assigned staff will return copies of the signed attendance sheets to the CTC for review.
10. The CTC will verify that the attendance sheets were completed correctly and that the information was entered accurately into Skyward by 2 days after delivering all testing materials to the District Testing Coordinator.
11. The CTC will provide the District Testing Coordinator with copies of attendance sheets as part of the testing documentation.
12. The District Testing Coordinator (DTC) will conduct an audit of the attendance records to determine whether the information in Skyward matches the information on the attendance sheets.
13. The DTC will report the findings of the audit to the campus principal and the Assistant Superintendent for Curriculum and Instruction.