

## TIP SHEET: OFFICE ATTENDANCE ROUTINE

The office of a secondary school must follow this process on a daily basis:

#	Task	Importance	Menu item	Explanation
1	<b>Change Date*</b>	<b>Mandatory</b>	File, Change Date	Change the system date to current date
2	<b>Initialize Attendance</b>	<b>Mandatory</b>	Attendance, Enter Attendance, Initialize Today's Attendance	Initialize attendance collection for the day
3	<b>Excused Before Homeroom</b>	Optional	Attendance, Enter Attendance, Excused Before Homeroom	Mark individual students absent or excused before their first class of the day. The office must perform this task as the teachers are not able to.
4	Excursion Lists	Optional	Attendance, Enter Attendance, Excursions	Set attendance for groups of students, even the whole school, at once. Example: school closures due to weather or breakdown.
5	Enter Class Attendance	Optional	Attendance, Enter Attendance, Class Attendance	Monitor if teachers have collected their attendance for the day; view or set attendance for students in a specific class
6	<b>Report of Classes Missed</b>	<b>Mandatory</b>	Attendance, Print Report of Classes Missed	Lock attendance for the day and print a report of attendance for the whole school for the day

### EXCUSE REASONS:

While this step is optional, it is a **very** important one. If you receive a phone call from a parent of a student regarding an **excuse reason for an absence**, make sure this step gets done immediately by the office.

### TIPS

**Step 6** may be done first thing in the morning to lock down previous day's attendance, followed immediately by **Steps 1** and **2**. This method allows teachers enter their attendance until midnight every day.

### OR

**Steps 1** and **2** may be done immediately following **Step 6** at the end of the work day in preparation for next day's attendance entry. This method allows teachers to enter their attendance for the day until the end of the work day.

**Step 5** is only necessary if teachers are not entering attendance themselves directly into the Maplewood via Maplewood connectEd (example, when a substitute teacher is taking attendance). However, you can also use it to monitor if teachers have been taking their attendance.

### SETTING PAST ATTENDANCE

To modify **Previous** day(s) attendance and enter future attendance, select **Attendance, Display/Modify Register** and Edit or Add attendance information.