

Attendance Records + Report Procedure

1. Teacher/s prepared Daily Attendance Report, for each period.
2. Office girl collects [↑] during 6th period.
3. Post record of absence and tardiness to Master class record book.
4. Post daily enrollment, attendance, and absence ^{by grades} to Attendance Summary. ~~by grades.~~
5. Prepare a Daily Absence Summary showing names + periods.
5. Prepare attendance summary on Friday p.m. or Saturday a.m. for use as basis for Weekly Statistical Report. Show current enrollment, attendance, absence, and A.D.A., and totals for secondary division, elementary division, boys and girls separately. Also show under of "Record of Changes," names of pupils leaving or entering, based upon Student Check Out blank and Certificate of Release.
6. The Weekly Statistical Report should be prepared Saturday morning by transferring totals for boys and girls separately and in combination from the Attendance Summary for the current week. Prepare two copies: One for signature, one to be forwarded to the Superintendent of Education, and one to be filed.
7. The Monthly Report is prepared by summarizing the enrollment attendance and absence for the school days included in the calendar month as recorded in the attendance summaries for the several weeks of the month. Prepare two copies: One to be forwarded to the Superintendent of Education, and one to be filed.