

Attendance Procedures

Attendance should be taken each period and documented in your grade book.

Second period attendance must be posted on the computer no later than **TBD**

- The attendance clerk must have the IKE attendance posted for central office PEIMS reporting by **TBD** daily.
- Attendance reports are legal documents. Make sure your “warm body” count is correct.
- T-lists can be accessed by using TILS in mainframe during 3rd period.
- White attendance slips will be used by all PE teachers to report their 2nd period attendance. It must be posted by **TBD** also.

Students should never be allowed to post your attendance. Attendance reports are legal documents.

Procedures for using *white attendance slips*:

- Use black ink to complete your report
- Print all of the required information
- Student ID #'s need to be written on the slips—Keep your computer generated class rolls handy
- Signature of the teacher must be legible
- Leave white attendance slips for substitutes to use during your absence.
- Locate your clip where attendance slips and/or T-lists are posted.