Template Attendance Procedures

*Earl Boyles Elementary School in Portland Oregon has developed a set of procedures for recording preschool absences. This draft can serve as a template for other programs.*

Preschool Attendance Procedure  (DRAFT 11/2015)

Procedure will be as follows:

1. Attendance is taken at the beginning of each session. Teacher enters lunch count and attendance into DATA SYSTEM.
2. In the morning attendance should be entered into DATA SYSTEM no later than 8:45 and in the afternoon no later than 12:45.
3. If classroom teacher gets information regarding reasons for absence, email the reason to office staff (NAMES).
4. Office staff will call parents to determine if the absence is excused or unexcused and enter correct code into DATA SYSTEM.
5. If a student arrives to class late, they must check into the office and pick up a yellow tardy slip. If they arrive to the classroom without a tardy slip please send them back to the office.
6. If a student arrives to class late WITHOUT A YELLOW SLIP, and teacher has already marked absent, a callback will be made, so send parent back to office for yellow slip and to let us know the student is in class.