



Responsible: Office of Student Accounting

PURPOSE

This administrative procedure shall provide a process for the production and collection of the Attendance Summary Report (ASR).

PROCEDURE

1. Office Staff Work Instructions:
 - a. The principal must designate an administrator to oversee attendance.
 - b. The administrator designee must designate someone to oversee the Attendance Summary Report (designee).
 - c. The designee must print an attendance summary report for each section of the master schedule.
 - d. Attendance Summary Reports (ASR) are printed weekly.
 - e. ASRs are placed in the teacher mailboxes.
 - f. The designee creates a check off sheet so that when the ASRs are returned, the teacher can be checked off as having returned the ASR for that week.
 - g. When each ASR is returned the designee makes the corrections that the teachers have made on the student information system.
 - h. After two days, the designee asks any teacher (via email, face-to-face, or note) who has not returned the ASR for the ASR to be returned.
 - i. After an additional day, the designee follows up with the administrative designee with the names of the teachers who have not returned the ASR.
 - j. The administrator contacts the teacher to return the ASR.
 - k. The ASRs are kept in the office and not returned to the teacher.
 - l. Each teacher must have a folder or binder for his/her ASRs.
 - m. ASRs must be filed by teacher by period with the latest date on top. This means that all of Mrs. Smith's 2nd period ASRs will be together with the most recent one on top.
2. Teacher Work Instructions:
 - a. Teachers make corrections to the ASR if necessary.

- b. Teachers sign and date all pages of the ASR.
 - c. The date must be AFTER the date printed.
 - d. Teachers return the ASR to the designee by no later than two days after received.
3. This process is followed for the first 10 weeks of school. The ASRs are then stored for two school years.

DESIRED OUTCOMES

- 1. This Administrative Procedure is designed to provide a process for production and collection of the ASRs.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure complies with Nevada Administrative Code (NAC) NAC 387. 175 with regard to class record books.

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually in event years.

REVISION HISTORY

Date	Revision	Modification
09/26/2014	1.0	Adopted
7/24/2015	2.0	Revised: added how ASRs are to be filed
7/31/2015	3.0	Revised: Procedure #3, changed from "6 weeks"