



Administrative Procedure 5421

ATTENDANCE SUMMARY REPORTS-WORK INSTRUCTIONS

Responsible: Office of Student Accounting

PURPOSE

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

DEFINITIONS

“The Attendance Summary Report” is part of the class record book documenting student daily attendance, enrollment, re-enrollment, and withdrawal information.

PROCEDURE

1. Oversight of the Attendance Summary Report
 - a. The principal or administrator designee must oversee attendance.
 - b. The administrator must designate office staff to oversee the Attendance Summary Report.
2. Office Staff Work Instructions:
 - a. The designee must generate and save an attendance summary report for each section of the master schedule.
 - b. Attendance Summary Reports (ASR) are uploaded to SharePoint under the Attendance file and kept for two years after the last day of the school year.
 - c. Attendance Summary Reports (ASR) are generated bi-weekly every other Monday for the prior two weeks
 - d. The designee must email all teachers once the ASRs are saved in SharePoint letting them know they are ready for review. The designee creates a Verification log for teachers to sign and date once they have reviewed their ASRs.
 - e. The designee makes any corrections from the teachers in the student information system (Infinite Campus).
 - f. After two days, the designee asks any teacher (via email, face-to-face, or note) who has not signed the Verification Log to review their ASRs and sign and date the log.
 - g. After an additional day, the designee follows up with the administrative designee with the names of the teachers who have not signed and dated the Verification Log.

- h. The administrator contacts the teacher to sign and date the Verification log.
 - i. The Verification log is saved in SharePoint in the Attendance file and are kept for two years after the last day of the school year.
3. Teacher Work Instructions
- a. Teachers must review their ASRs in SharePoint bi-weekly.
 - b. Teachers make corrections to the ASR if necessary, by providing a printed ASR with the correction to the designee or by email.
 - c. Teachers must sign and date the verification log indicating they have reviewed their ASRs.
 - d. The date must be the day the teacher is signing the Verification log.
 - e. Teachers must sign the Verification log no later than two days after the email is received.
4. This process is followed for the entire school year. The ASRs are then stored for two school years.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure complies with Nevada Administrative Code (NAC) to include:
 - a. NAC 387. 175 with regard to class record books.
 - b. NAC 387.165 Class record book: Required information.

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"
08/09/2023	4.0	Revised: Updated to the new electronic ASR process.