

2009-10 Instructions for the First Day of School & Withdrawal

1. A Student Roster for each teacher should be printed and given to the teacher to take attendance ON PAPER.
 - a. For Elementary School, this will be the **HOMEROOM** class as they take attendance once a day.
 - b. For Middle and High School, this will be a Student Roster for **EACH CLASS** the teacher teaches.
2. Teachers will take attendance ON THE PAPER COPY.
 - a. If a student is present, the teacher can check them off.
 - b. If a student is not present, the teacher must indicate NOT PRESENT.
 - c. For the High School: If a student enters the classroom and IS NOT on the teacher's paper copy, the student must present a student schedule on **yellow** paper that indicates he/she is now scheduled for this class. If the student cannot present the **yellow** schedule, the student must return to the guidance office.
3. Teachers will return their attendance sheets in a timely fashion for the 1st day of school. It is very important that the front office provide a "warm body" count. Front office: This "warm body" count is effective for the 1st 10 days of school.

If a student comes to your school and has a 09-10 line of enrollment with another one of our schools:

- Search for all people
- If you see an 09-10 line of enrollment for the student at another school,
- Email the school or call and ask them to delete that line of enrollment.
- After they delete, you can enroll student.
- Assign the correct start status (it's U if the student comes from one of our schools).

If a student comes to school after they have been marked as a NO show.

- Click on that student's line of enrollment.
- Uncheck-NO Show
- Remove the End Status
- Edit the start date; it will be 1st day the student appears (in person) at the school.
- Choose a start status.
- Enter comments: student originally no show; 1st day body present is (whatever date student appeared).