

SECTION III

Attendance Reports
and State-
Mandated
Recordkeeping
Procedures

A. INTRODUCTION

AS AN INSTRUCTOR FOR OUR CENTER, ONE OF YOUR MOST ESSENTIAL RESPONSIBILITIES IS TO RECORD AND MAINTAIN **ACCURATE** ATTENDANCE RECORDS.

THE PROCEDURES THAT ARE DETAILED ON THE FOLLOWING PAGES ARE STATE AND DISTRICT MANDATED.

ATTENDANCE REPORTS ARE LEGAL DOCUMENTS USED FOR AUDITING.

PLEASE READ THIS SECTION THOROUGHLY AND CONSULT WITH AN ADMINISTRATOR OR THE REGISTRAR IF YOU NEED ADDITIONAL GUIDANCE AND/OR CLARIFICATION.

B. STATUTE NUMBERS 232.021 & 232.023

232.021: ATTENDANCE RECORDS AND REPORTS REQUIRED

ALL OFFICIALS, TEACHERS AND OTHER EMPLOYEES IN PUBLIC, PAROCHIAL, DENOMINATIONAL, AND PRIVATE SCHOOLS, INCLUDING PRIVATE TUTORS, SHALL KEEP ALL RECORDS AND SHALL PREPARE AND SUBMIT PROMPTLY ALL REPORTS THAT MAY BE REQUIRED BY LAW AND BY REGULATIONS OF STATE AND DISTRICT BOARDS. SUCH RECORDS SHALL INCLUDE A REGISTER OF ENROLLMENT AND ATTENDANCE AND ALL SUCH PERSONS NAMED ABOVE SHALL MAKE SUCH REPORTS THEREFROM AS MAY BE REQUIRED BY THE STATE BOARD. THE ENROLLMENT REGISTER SHALL SHOW THE ABSENCE OR ATTENDANCE OF EACH STUDENT ENROLLED FOR EACH SCHOOL DAY OF THE YEAR IN A MANNER PRESCRIBED BY THE STATE BOARD. THE REGISTER SHALL BE OPEN FOR THE INSPECTION BY THE SUPERINTENDENT OR ATTENDANCE ASSISTANT OF THE DISTRICT IN WHICH THE SCHOOL IS LOCATED. VIOLATION OF THE PROVISIONS OF THIS SECTION SHALL BE A MISDEMEANOR OF THE SECOND DEGREE, PUNISHABLE AS PROVIDED BY LAW.

232.023: FALSIFICATION OF ATTENDANCE RECORDS;
PENALTY

THE PRESENTATION OF REASONABLE AND SATISFACTORY PROOF THAT ANY TEACHER, PRINCIPAL, OR OTHER SCHOOL PERSONNEL OR SCHOOL OFFICER HAS FALSIFIED OR CAUSED TO BE FALSIFIED ATTENDANCE RECORDS FOR WHICH HE IS RESPONSIBLE SHALL BE SUFFICIENT GROUNDS FOR THE REVOCATION OF HIS TEACHING CERTIFICATE BY THE DEPARTMENT OF EDUCATION, OR FOR DISMISSAL OR REMOVAL FROM OFFICE.

ATTENDANCE PROCEDURES

Each center is responsible for providing accurate attendance data. To ensure proper reporting, detailed information is provided to instructional staff as to the proper marking of attendance reports and related procedures.

The class roll must accurately reflect the appropriate course title, class time, teacher name, and class location at all times.

A student must be **physically present** in a teacher's class **and should participate in class** activities for **a minimum of 30 minutes** in order for the teacher **to mark that student present**. At the time roll is taken, attendance must be recorded on the official M-DCPS Attendance Report.

Attendance should be completed by the end of each class period. When a district or school-level monitor visits a class, a teacher may be asked to take attendance in order to check that students are properly registered and appropriately identified.

The following highlights some attendance procedures:

1. Computer-generated, bi-weekly attendance reports include course name and number, category, school location, and a list of currently enrolled students with their I.D. numbers.
2. The Attendance Report is a permanent record which must be completed in **blue ink**. Errors are to be struck through, corrected, and initialed; "white-out" materials may not be used to correct mistakes.
3. Students must present properly validated, official student receipts before being entered on the Attendance Report. Receipts are returned to students. In off-campus situations, students are entered on the Attendance Report when they fill out the intent form and the biographical information.
4. New entrants and withdrawals are recorded on the Attendance Report by the instructor. Bi-weekly Attendance Reports reflect all changes occurring during the period.
5. At the conclusion of the attendance reporting period, instructors verify and sign the Attendance Reports and submit them to the respective adult center office for administrative review and signature.
6. The Attendance Reports are checked for completeness and retained for audit.

7. If an AGE class registration falls below twenty students, it is recommended that the class be combined or closed.

8. The appropriate single notations on the attendance roster for all students (except for students enrolled in programs for high school credit and selected general adult and applied technology programs) are:

A = Absent
P = Present
N = No Show

9. For adult secondary students who are taking courses for high school credit in order to earn a regular high school diploma and for students taking selected general adult and applied technology courses for which hours must be maintained, record the number of hours the student attended class to the nearest half hour.

10. If a student rotates from teacher to teacher every hour, there must be a roll sheet maintained by each scheduled teacher to document attendance for each hourly class. The only exception to this policy would be for purposes of team teaching; i.e., the adult center principal may allow teachers to exchange students for a predetermined period of time each day without having to produce new roll sheets.

WITHDRAWAL

Withdrawal

Withdrawal of students occurs upon the fourth consecutive absence for adult general education classes or the sixth for applied technology classes or at any other time the student officially withdraws. The withdrawal is indicated with a "W" on the Attendance Report on the specified fourth absence. When determined that the student will not attend class at all, official withdrawal is indicated with a "W".

All withdrawals are reported to the registrar on a timely basis. Withdrawals cannot be registered after a student's grade for the course has been posted. If a grade has been posted, it must be removed before the withdrawal can be processed.

TO: All Adult Education Instructors
Miami Springs Adult and Community Education Center

FROM: Eunice C. Soto, Principal
Miami Springs Adult and Community Education Center

SUBJECT: ATTENDANCE REPORTS

This memorandum serves as an official reminder in reference to your responsibilities related to attendance reports.

1. **PICK-UP & RETURN.** You are responsible for picking up and returning your attendance reports from and to the registrar's office on a timely basis. You need to have your attendance reports for the first class date of each reporting period. Obtain a blank attendance sheet **with the same reporting period** and fill in the top information if additional names are to be added. Sign your attendance report at the beginning of the reporting period and submit it to the registrar's office at the end of your last class of the reporting period. Please use **black pen only** when completing attendance reports. Attendance reports/roll sheets are LATE if they are not submitted, following the last class session of the reporting period.
2. **DAILY ATTENDANCE.** You are responsible for recording student attendance for each class meeting on the **specific class date**. You should neither project nor postdate student attendance. On-campus instructors need to leave their attendance reports in the assigned mailboxes.
3. **WRITING STUDENT'S NAME AND SOCIAL SECURITY NUMBER ON ATTENDANCE REPORT.**
 - A. **ON-CAMPUS CLASSES:** Students must present a properly validated, official student schedule (current term) before being entered on Attendance Report.
 - B. **OFF-CAMPUS CLASSES:** Must add names to roster when submitting a registration application. Be sure to attach completed verification of residency form for new students.
 - C. **OFF-CAMPUS CLASSES:** Date on registration application must be the same as indicated on the attendance roster as EP (first attendance).
4. **NO CLASS DAYS.** When there are no classes, please indicate on the specific day slot of the attendance sheet: HOLIDAY, TEACHER PLANNING, or TEACHER ABSENT.
5. **USE BLUE INK ONLY. DO NOT WHITE OUT, MARK OVER OR ERASE ERRORS.** If an error is made, indicate it by drawing a diagonal **line over the error** and put the correction in the box next to it; or at the bottom of the last printed name on the roll. Also initial each correction.

As you have been informed, the attendance reports are the center's official records and are kept on file for auditing purposes. You are responsible for their accuracy.

Your continuous adherence to all district-mandated procedures related to attendance reports is highly appreciated. Please contact an administrator or registration personnel for any clarification.

cc: Administrative Staff
Registration Personnel

MEMORANDUM

(SAMPLE)

TO: All Adult Education Instructors
Miami Springs Adult and Community Education Center

FROM: Eunice C. Soto, Principal
Miami Springs Adult and Community Education Center

SUBJECT: OFFICIAL PROCEDURES FOR ATTENDANCE REPORTS

This memorandum serves as an official source of instruction delineating the procedures for the biweekly attendance reports. These procedures, which are generic and district mandated for all adult, vocational, and skill centers, must be followed when completing the computer-generated attendance reports.

The attendance reports are the center's official records for documenting funding. These reports are kept on file for audit purposes. You, the instructor, are responsible for their accuracy. It is, therefore, essential that you adhere to the following:

1. Examine your attendance reports for accuracy. Become familiar with each reference number. Check each new student's schedule carefully prior to adding him/her to your class. Remember that each trimester stands on its own. A schedule is only valid for the current trimester.
2. Each attendance report sheet has 16 student spaces. Do not write below the last available line or on the back of the attendance report. Obtain additional blank copies with the same reporting period as needed. Fill in each blank copy with the same information provided on your pre-printed copy.
3. Attendance reports need to be kept up-to-date. Attendance must be marked on the correct day slot. For on-campus classes, **attendance reports need to be left in your mailbox at the end of your workday.**
4. Sign attendance reports, where indicated (instructor signature) at the **beginning of the reporting period.** Do **not** date them. Submit them to the registrar's office promptly after their ending date.
5. **USE BLUE INK ONLY. DO NOT WHITE-OUT, MARK OVER, OR ERASE ERRORS:** If an error is made, indicate it by drawing a **diagonal line** over the error and enter the correction in the box next to it; or, add the name and social security number at the bottom of the attendance report below the last name. All corrections must be initialed by the teacher.
6. The following are the only acceptable codes to be used when completing attendance reports:

E = Entry of new student. First day in attendance for the trimester. "E" must be accompanied by either E/P or E/specific time.

E/P = New student attending **any** class for the first day that is **not** for high school credit or vocational.

E/SPECIFIC TIME = New student attending for the first day in a high school credit-earning or vocational class. Time needs to be reported to the nearest half (.5) hour.

P = Present. The student is present from the second day on in a class that is **not** for high school credit or vocational. The student is to be marked "P" regardless of the amount of time spent in class.

3.0/2.5/2.0/1.5/1.0/.5 = Student is present from the second day on in a class that is for high school credit or vocational. Time is reported to the nearest half hour (.5).

A = Absent. The student is absent from **any** class after he/she attended class at least once. All absences must be numbered. Absences are sequentially numbered when they are consecutive.

Examples: A1/A2/A3 = Student has been absent for three consecutive days.

A1/A2/P or A1/A2/2.5 = Student was absent for two consecutive days but returned after the second absence.

A1/P/A1/A2/P or A1/3.0/A1/A2/1.5 = Student was absent for one day, then present, then absent for two consecutive days, and then present.

A4/W = Four consecutive absences/withdrawn. This is only possible and must be done when the student has been absent for four **consecutive** days (A1/A2/A3/A4/W) (regardless of whether the next calendar day is a class day or not, or a Saturday or Sunday).

Examples F M T W R F M T W R
A1 A2 A3 A4 W OR N1 N2 N3 N4 W

You must submit to the registrar's office a completed student withdrawal form. The effective withdrawal date must be the same date on the attendance report and the withdrawal form.

7. If the withdrawal from the previous reporting period turned in is a carry over on the new roll sheet enter **W only**.
8. If a student returns to class on a scheduled class day that immediately follows the A4 (off-campus only) MTWR or WRFM), you do not withdraw the student. You place AP on the appropriate day box.

Example: F M T W
 A2 A3 A4 P

9. If a student has been withdrawn after the fourth consecutive absence (A4,W) and returns to your class within the trimester, you re-enter the student on the specific scheduled class day the student returned to your class.

Examples: R/E or R/Specific time

N = No Show. This code is only possible when a student's name appears preprinted on your attendance report but he/she has **never** reported to your class for the trimester.

Examples: N1/N2/N3/N4/W

The student never went to your class yet his/her name was printed on the attendance report. The withdrawing procedures for N4/W on the following calendar day are the same as the above examples for absences.

N1/N2/N3/E/P or E/3.0 = The student's name appeared on the attendance report. He/she did not show up for three class meetings but entered on the fourth meeting.

RE = Re-entry. This is used to re-enter a student who has been withdrawn (A4/W or N4/W) within the term. Add student to the attendance report on the appropriate date of re-entry.

Example: RE/P or RE/3.0

However, if a high school completion student (O2 or 2H) misses 4

classes consecutively, he/she will be withdrawn for the trimester. The student will not be permitted to re-enter the class until the following trimester. If the student wishes to appeal the withdrawal, he/she will need to provide appropriate documentation and confer with the assigned assistant principal.

T = Transfer. The departing instructor will indicate on his/her attendance report that the student is transferring to a specific class, such as, T/Reference #_____. The receiving instructor will mark T/P or T/Specific time on his/her attendance report.

10. Remember to **carry over** the names and number of (A's or N's) after checking to see if handwritten names are printed on the new biweekly Attendance Report.
11. **PLEASE** do not write in the student=s name column. Account for entries and withdrawals in the attendance area (only), on the day your class is in session.
12. Before turning in your roll sheets at the end of the reporting period, **please make a copy for yourself to check against the new roll.**

The procedures just outlined are easy to learn and should become second nature to you. We need your ongoing assistance in the maintenance of records that are necessary for auditing purposes.

Your cooperation is highly appreciated and expected. Please contact an administrator or the registrar for any clarification.

MIAMI SPRINGS ADULT AND COMMUNITY EDUCATION CENTER

STUDENT WITHDRAWAL FORM

This form should be completed and returned to the office as soon as possible for immediate clerical input. Students **MUST** be withdrawn on the following calendar day after the **FOURTH (4th)** consecutive absence OR **NO SHOW**.

A deceased student **must** be withdrawn immediately using the same date for all classes.

REASON FOR WITHDRAWAL	
#1 .	Four (4) Consecutive Absences
#2 .	Four (4) Consecutive No Shows
#3 .	Any adult student who withdraws from a class but remains enrolled in another class in the program.
#4 .	Any adult student who left the class/program because of health problems.
#5 .	Any student who left the class/program because of having changed address or left the area.
#6 .	Any adult student withdrawn from school due to death.

For each student, complete each column across.

STUDENT I.D. NUMBER	STUDENT=S NAME	WITHDRAWAL REASON #	*EFFECTIVE WITHDRAWAL DATE	REFERENCE NUMBER

** Effective withdrawal date must be the same date indicated on the attendance/roll/ sheet.*

Teacher=s Signature:

For Office Use Only

Completed By: _____

Date: _____

EXPLANATION OF TOP PORTION OF ATTENDANCE REPORT

MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF VOCATIONAL, ADULT, AND COMMUNITY EDUCATION

ATTENDANCE REPORT

SCHOOL 7512

REPORTING LOCATION MIAMI SPRINGS ADULT

1. TERM 2006-1	2. REFNO	3. COURSE NO.	SECTION	DEPT	4. INSTRUCTOR
5. COURSE TITLE			6. DAYS/TIME		
7. DATE STARTED	8. DATE ENDS		9. REPORTING PERIOD		
10. ROOM	CURRENT ENROLLMENT	VACANCIES	TOTAL HOURS TAUGHT	____	____

- 1. TERM:** SCHOOL YEAR AND TRIMESTER 1, 2, or 3
- 2. REFERENCE NUMBER:** A NUMBER ASSIGNED TO IDENTIFY EACH CLASS (A NUMBER GENERATED BY THE COMPUTER FOR EACH CLASS).
- 3. COURSE NUMBER:** THE NUMBER OF THE COURSE.
- 4. INSTRUCTOR:** NAME OF INSTRUCTOR TEACHING THE COURSE.
- 5. COURSE TITLE:** NAME OF THE COURSE BEING TAUGHT.
- 6. DAYS/TIME:** DAY(S) AND TIME COURSE IS BEING TAUGHT (SCHEDULED TO MEET).
- 7. DATE STARTED:** DATE COURSE BEGINS.
- 8. DATE ENDS:** DATE COURSE ENDS.
- 9. REPORTING PERIOD:** BEGINNING AND ENDING DATES TO REPORT ATTENDANCE.
- 10. ROOM:** ROOM NUMBER WHERE CLASS WILL BE HELD.

M E M O R A N D U M

(SAMPLE)

TO: All Instructional Personnel
Miami Springs Adult and Community Education Center

FROM: Eunice C. Soto, Principal
Miami Springs Adult and Community Education Center

SUBJECT: MARKING PROCEDURES FOR DECEASED STUDENTS

You are directed to adhere to the following procedures when reporting the death of a student.

1. A student's death must be reported to the school registrar by completing a withdrawal form and marking Reason #3 which indicated death. The date of withdrawal must be the exact date of death.
2. When you have already withdrawn a student due o excessive absences or no shows and you later learn that the student has died, you must complete a new withdrawal slip with the information indicated above in #1.
3. Check daily with you activity director or supervisor regarding the status of absent students. All locations have a daily census.
4. Prior to the beginning of a new trimester, we pre-register students for your convenience. At the beginning of a new trimester, it is your responsibility to check your attendance report(s) and notify the school immediately when a pre-registered student has died. You need to follow the procedure indicated above in #1.

Contact the off-campus coordinator or assistant principal, if additional clarification is needed.

Your signature on today's faculty meeting log also acknowledges receipt of this directive.

Cc: Ms. Donna Lee
Assistance Principals
Attendance Procedure File

