

# Attendance Rollsheets Checklist

(For ES use at each LR meeting to review rollsheets with parent)

Evaluate Attendance rollsheets according to this checklist before leaving the student's home each month.

## 1. Evaluate X and O section with the following criteria:

- Be sure you have correctly counseled your parents as to what constitutes a day of attendance so they are marking the rollsheets correctly. Parents must mark the X's and O's, not ESs.
- Check to be sure that every date from the beginning of the rollsheet is filled out to the present day (and not beyond) for each active student in the family with an X or an O.
- If a student dropped and is listed on the rollsheet with no attendance, draw a single line through the student's name.
- Ask parent to initial any corrections they have made on the rollsheet. Must be parent's initials, not ESs. (If needed, write a note as to why a correction was made)
- If checks (✓) were entered instead of X's, accept the rollsheet, but remind parent to use X's and O's the next month.
- If X's and O's are entered black ink, accept the rollsheet, but remind parent to use blue (preferred) or colored ink the next month, no pencil allowed.

## 2. Evaluate the total number of attendance days present and absence and enter the number on the rollsheet in blue ink, not going over the total number of attendance days being reported in this attendance period. (include total abs.)

- This number will be from 1 to 20 total, and may not go over 20 total attendance days on one rollsheet. Initial any corrections made in this section. Be sure each active student line is totaled.
- Be sure that the total of the days absent and days present for one student equals the "Possible Number of Attendance days" listed on the top section. Initial any corrections made.
- Use the number of X attendance days to determine the volume of work that should be reported. If you do not concur with the total attendance days reported by the parent, inform the parent at the meeting of the number of "present" days you will certify, and that you will be turning in another rollsheet with this one reporting (*how many*) absences. If this will generate a truancy letter, tell them to expect one in the mail, and counsel them as to how to avoid a truancy the next learning period. If this is the 2<sup>nd</sup> consecutive truant learning period, inform them that they will be dropped that day. If they wish a review, inform them that they may call your ES Advisor. (Do not complete a second rollsheet at this time, but do so later, and attach it to this original one marked by the parent prior to mailing.)

## 3. Sign the Rollsheets together.

- Provide a blue ballpoint pen for the parent to sign the rollsheets. Ask for any needed corrections to be initialed.
- Be sure that the person signing the rollsheets is a person listed on the Student Agreement, or that we have a subsequent letter informing us of the signer's guardianship.
- Date the rollsheets with "today's" date, which should be the last day listed with an X or O, and the "Ending Date" in the top section. It should be signed and dated prior to the next school date. For example, if you meet on a Saturday (which is a non-school date), the "ending date" will be that Friday. It is OK for the signature date to be on Saturday, since it is prior to the next school date.

## 4. If the student is an AESS student only, check and use the AESS only box:

- After you enter the student number and the date you are meeting with the student with a blue or black pen, offer the pen to your AESS student to sign.

## 5. Take rollsheets with you when you leave the home, copy ASAP, and mail the same week collected to your ES Advisor, or follow the most recent instructions they have given to you.