

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. A school day any assignment was done earns a student attendance (X).

___ 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.

___ Line out the dates that you are not using in this attendance period that are listed on the rollsheet with one slash mark through the date.

___ If a student drops during the attendance period, draw one line through the rest of the dates after the student drops on the rollsheets and write "drop" on the line for that student.

___ There should be no ES corrections to the X and O portion, therefore, any changes made (where you cannot start over with a new rollsheet) must be initialed by the parent, not the ES.

___ 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 not entered in a color other than black ink, accept the rollsheet, but remind parent to use anything but black ink the next month.

2. Evaluate the total number of attendance days present and absence and enter the number on the rollsheet in blue or black ink, not going over the total number of attendance days being reported in this attendance period.

___ 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.

___ There is a box near the bottom of the right side for you to total **all absences for all students** for that rollsheet.

___ 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 2nd 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.

___ **You must send in a Webfiles rollsheets, not a generic web one to the office.** A handwritten one can be given out, but take a printed one to the LR meeting to have the parent transfer their attendance to it before you collect it.

___ Provide a ballpoint pen (**not black ink!**) 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, signed "under penalty of perjury".

___ If a student turns 18 during the rollsheets period, the parent must still sign that rollsheets, but does not need to sign after that.

___ 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, with all other dates marked out with one slash mark through the date. 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 pen (**not black**), 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.