

## ATTENDANCE REPORTING DATES 2018-2019

1.	August 15	September 13
2.	September 14	October 12
3.	October 16	November 15
4.	November 16	December 21
5.	January 3	February 4
6.	February 5	March 7
7.	March 18	April 24
8.	April 25	May 30

### PROCEDURES USED TO CERTIFY ATTENDANCE RECORDS

- At the end of each grading/interim period, an Attendance Verification Report (hard copy) shall be run by the data entry staff for each teacher by class.
- All attendance must be updated and/or edited prior to printing the interim/report cards.
- Teachers will certify their attendance on each of the eight (8) grading/interim periods by reviewing, signing and returning Attendance Verification Report to the principal.
- The school shall keep all signed Attendance Verification Reports on file for **three (3) years**.
- The principal signs the Year-End Attendance Summary Statement at the end of the school year certifying that all attendance records have been kept in accordance with laws and State Board Rules. This signed statement along with the eight (8) Attendance Verification Reports shall be kept on file for **three (3) years**.
- Refer to iBriefings for further instructions outlined by Technology Operations on processing/storing Attendance Verification Reports.