

Houston ISD 2024-2025

Attendance Procedures Manual

Attendance Clerk

The **attendance personnel** generating absence summaries and transcribing the absences or coding information into the accounting system are responsible for adhering to all laws and regulations pertaining to student attendance accounting. Each person entering data into the attendance accounting system must sign an affidavit attesting that the data he or she has entered are true and correct to the best of his or her knowledge or, in the case of a paperless attendance accounting system, indicate electronically that the person attests that the data he or she has entered are true and correct to the best of his or her knowledge.

Tasks Prior to Opening of School

1. Post rosters throughout campus for parents to review.
2. Review the updated Membership Reporting procedures and the school district calendars.
3. Distribute Class Rosters to teachers with written instructions on how to document “no show” students.
4. Generate a list of students with no homeroom number (if applicable) or schedule and verify status.
5. Verify that ADA time is posted in your school. Note: Attendance should be submitted no later than 10 minutes after ADA time in your building.

First Day Procedures

1. Distribute first day rosters to teachers to verify attendance (must be signed in blue or black ink by teachers).
2. Communicate to teachers that attendance rosters must be sent to the office no later than 30 minutes after official ADA time.
3. Log into HISD Connect to Report Manual Membership Figures by 10:30 am.
 - KEEP originals of first day rosters (ALL SCHOOLS).
4. NO SHOWS
 - ALL STUDENTS NOT PRESENT FIRST DAY MUST BE NO SHOWED!
 - Unclaimed schedules retrieved and posted as No Shows
 - All NO SHOWS must be posted by the end of 1st Day
 - All NO SHOWS will have an effective date in HISD Connect of August 12, 2024.
5. Teachers should only take attendance for the first day on the first day rosters.

Houston ISD 2024-2025

Attendance Procedures Manual

Second Day Procedures

1. Teachers begin taking attendance in HISD Connect on Day 2.
2. Log into the HISD Connect to post Manual Membership Figures before 10:30 am.

Reminder:

- If a student who was marked on the 1st day as a “No Show” report on the 2nd day or thereafter:
 - Elementary Schools the No Show will remain, and a new enrollment line must be created for the new enrollment date.
 - Secondary campuses must reconcile all No-Show status for grades 7-12 and create a new enrollment line with the new enrollment date.

MEMBERSHIP REPORTING FOR 2024-2025

All students who are physically present in school on the first day are to be counted in their respective grade level, even though they may be in a self-contained special education class. Membership figures should be shown by grade level (EE through 12), reflecting a physical count of the students present at the official ADA time. Students in the auditorium, library, counselor's office, nurse's office, etc. at official ADA time must be documented on a roster by first, last name, and student ID number with a teacher, counselor or administrator's signature and date.

Schools will report manual membership in HISD Connect under the **FunctionsPanel**. Authorized staff will log in to the **HISD Connect** click on **Membership** and input the manual membership figures by grade level.

After the first day of school, membership includes all students who have enrolled and attended at least one day during the current school year and who have not withdrawn.

Please refer to the upcoming HISD Insider Memo regarding membership figures in HISD Connect.

Second Day Procedures for Teachers

On the second day of school and any day thereafter, a student entering a teacher's classroom must have documentation from the office (ex. Admit slip or class schedule). Verify that the student's name is in HISD Connect the day the student enters class and, if not, notify the attendance clerk by e-mail.

- Take attendance at the official ADA time.
- Submit attendance in HISD Connect each day no later than 10 minutes after designated time of attendance.

Attendance needs to be submitted, even if a class has 100 percent attendance.

Notify the attendance clerk in writing by using the Attendance Correction Form found on the FSC website or by e-mail of any absence corrections needed. Include student's full legal name, local ID number and grade level in email.

If the teacher makes a correction within the 24-hour period before the teacher attendance panel locks, we need documentation of the change. Please have the teacher complete the Attendance Corrected by the Classroom Teacher within 24 hours form.

All manual official attendance documents (***Absentee Slips***) must meet these conditions:

(This also applies when a teacher cannot log into HISD Connect or there is a substitute in the teacher's classroom.)

- always use blue or black ink (never record manual entries in pencil, use liquid correction fluid, and never use a signature stamp);
- always use the legal names of the students (no nicknames or shortened version of the name);
- always use the correct student ID number;
- Teacher or Substitute Teacher's Signature in blue or black ink
- If errors are made on any official attendance document, strike one line through the error, enter corrections nearby, and initial in ink.

HISD

Federal and State Compliance

DATA WITH QUALITY,
INTEGRITY, TRANSPARENCY.

**NO SHOW PROCEDURES FOR THE
ATTENDANCE OFFICE
AND
TEACHERS**

Administrators Overview of Enrollment Counts and Verification

2024-2025

This one-page reference guide is designed to help principals and campus leaders understand the enrollment verification process.

Membership counts will need to be done the first four-weeks of school, then once a week up to the Snapshot date, October 25, 2024. It is also repeated at the end of the first six weeks and again at the end of the fourth six weeks, per the Student Attendance Accounting Handbook published by the Texas Education Agency, however starting this year we will be implementing this practice for each 6 weeks.

For first day counts to be successful there will need to be staff members available to assist in all areas that include registration, withdrawing, scheduling, data entry, and assisting students to their classrooms/locations. Establish a system to hand out student schedules. Some campuses choose to print their first day schedules on colored paper. This will help identify your no-show students. **Make sure no one is printing extra student schedules for any reason.** If a student loses their schedule and there must be a re-print, have a system in place to ensure the original was picked up and print a copy on a different color than what you are currently using.

Step 1 – FREEZE ALL ACTIVITY

- No student should be in transition during this period. All students MUST be with a teacher, administrator, or other staff member during the enrollment verification process.
- Every teacher with an Enrollment Verification Report will follow specific steps for validating his/her roster which includes adding new students to the bottom of their roster and marking a line through those students that are not physically in class (example included in packet).
- Any administrator or staff member who is supervising students will use 1st Day Office Headcount Form along with the 1st Day Office Student Roster (**STAFF** members must enter student's names and I.D. numbers), once completed, return to the registrar's office. This includes students in the cafeteria awaiting schedules, students in the clinic, library, office, etc.

Step 1 – ACCOUNT FOR ALL STUDENTS

- Have staff members collect all forms from the classrooms, those faculty members will also do a headcount to do a double check on the teachers count to ensure the count is accurate. The verifier must also sign that the number of students physically sitting in class matches what the teacher has recorded. **Counts must be recorded by grade level.**
- **There is to be no attendance taken in HISD Connect on the 1st day of school and no tardies.**
- New students who arrive with a new schedule must be written on the bottom of the roster.
- Students on the roster, but not in class, should have a line drawn through their name.
- All rosters and lists will be tallied by **grade level** and given to the Registrar/SIR Clerk. The Registrar/SIR Clerk will have Campus Principal/PEIMS Coordinator verify and sign First Day Count Tally Sheet.

Step 3 – RECONCILE THE COUNTS

- All Enrollment Verification Reports, 1st Day Official Headcount Forms and 1st Day Office Student Rosters must be sent to the Registrar/SIR Clerk.
- Registrars/SIR Clerks will withdraw **ALL NO SHOWS STUDENTS IN HISD Connect and delete schedules BY CLOSE OF BUSINESS ON THE FIRST DAY OF SCHOOL.**
- The number of enrolled students plus all newly enrolled students (unscheduled) minus the no show students should equal the physical count of students. (See 1st Day Counts form).

No-Show Procedures for the Attendance Office

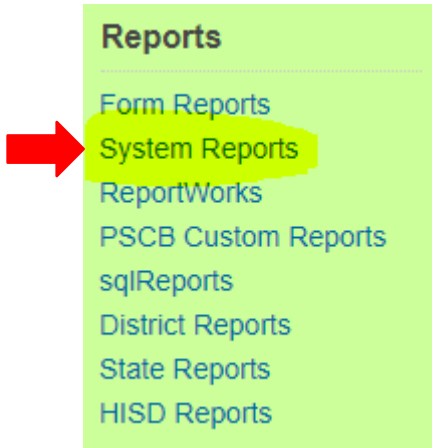
ALL STUDENTS NOT PHYSICALLY PRESENT ON THE FIRST DAY OF SCHOOL MUST BE MARKED AS A NO SHOW

- ❖ No-show status should be used only after school starts.
- ❖ The official **No-Show** date for all schools is **08/12/2024** and should be entered only for students who are enrolled, but not in attendance on the **first** day of school.
- ❖ Unclaimed schedules must be retrieved and posted as No Shows (Secondary Only)
- ❖ All No Shows must be posted by the end of the 1st Day and schedules deleted.
- ❖ SIRs/Attendance Clerks will run attendance rosters and distribute to teachers with written instructions on how to document student attendance on the first day.
- ❖ Teachers must draw a line across the name of any student on the list who is not present in the classroom at the official attendance time (ADA) and write **NS** next to the student's name. Example: **~~John Doe~~ – NS**
- ❖ Any student sent to the teacher's classroom with an admission slip or schedule from the office, the teacher will add the student's **first and last name and id number**.
- ❖ At the ADA time, teacher will then count the number of students present in the classroom, record the total number of students on the list, teacher will sign and date before submitting to the attendance office.

NO STUDENT SHOULD BE MARKED ABSENT IN HISD CONNECT ON THE FIRST DAY OF SCHOOL

Steps for No-Show Procedures:

Find System Reports from your SIS Start Page and click



Page will open to System Reports and clerk must scroll down to Student/Staff Listings and select Class Rosters (PDF)



Select HISD Class Enrollment Verification and highlight your ADA (secondary)/Homeroom(elementary) teachers and select the correct period(secondary) or HR for elementary.

Elementary Class Roster:

Class Rosters (PDF)

Print rosters for
(hold the CTRL key to make multiple selections)

Meeting(s) (leave unchecked for all)


	A
HR	<input checked="" type="checkbox"/>
LA	<input type="checkbox"/>
MTH	<input type="checkbox"/>
SCI	<input type="checkbox"/>
SS	<input type="checkbox"/>
RD	<input type="checkbox"/>
ANC	<input type="checkbox"/>
DNU	<input type="checkbox"/>

Load Report: HISD Class Enrollment Verification

Secondary Class Roster:

Class Rosters (PDF)

Print rosters for
(hold the CTRL key to make multiple selections)



Load Report: HISD Class Enrollment Verification

Meeting(s) (leave unchecked for all)

	A	B	C
0P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Find the Heading text (Fields) section:

Heading text (Fields)

Enter `^(teachername)` to cause the teacher name to appear, and `^(*class_expression)` for the expression

In the text box, change wording to the following:

School Year: ~(yearname)<tabto 6>**Effective Date:** 08/12/2024

Teacher Instruction: Draw a line across the name of each student who is not in attendance during your ADA time and identify as a No Show "NS". Sign and Date below and return to your attendance office.
(if your roster exceeds one page you must sign each page)

Print Name: _____ **Signature:** _____

Date: _____ **Membership Total:** _____

Remove Verified and add Grade Level to Roster columns (Fields):

Format: field name \ column title \ column width \ alignment

LastFirst\Student Name\2\
 Student Number\Student ID\1\C
 Grade_Level\Grade Level\1\C
 _____\Comment\2.75\L

First Day Class Roster Example:

Houston Independent School District HISD Class Roster (Weekly) [REDACTED] Elementary School

Page: 1

Class: KINDERGARTEN - HR(A)

Section: 012

Teacher: [REDACTED]

Room: B111

Total Students: 12

School Year: 2024-2025

08/12/2024 **08/12/2024**

Teacher Instruction: Draw a line across the name of each student who is not in attendance during your ADA time and identify as a No Show "NS". Sign and Date below and return to your attendance office. (if your roster exceeds one page you must sign each page)

Print Name: [REDACTED]

Signature: [REDACTED]

Date: [REDACTED]

Membership Total: [REDACTED]

Student Name	Student ID	Grade Level	Comment
Amaro Flores, Elvetha	2260385	0	
Avila Argueta, Lia	2239805	0	NS
Chambers, Dominic O'Neal	2189550	0	
Diaz, Kevin Jose	2233848	0	
Flores Ramirez, Allan Vladimir	2237288	0	
Flores Rodriguez, Ashley Rosemary	2233838	0	
Landaverde, Edward John	2250286	0	
Pena Gonzales, Genesis Abigail	2256525	0	
Rodriguez Cabrera, Eva Maria	2252330	0	
Sandoval, Martha	2238469	0	
Shelton Rangel, Sophia Valentina	2252815	0	
Umanzor, Jeremiah Anivar	2237231	0	

SIRs/Attendance Clerks will distribute class roster to Homeroom (Elementary)/ADA Teacher (Secondary)

- At ADA time, teachers will manually take roll and no-show any students that are not present.
- Enrollment Verification Class Rosters will be sent to Attendance Office
- First Day Class Counts tally sheet will be filled out by SIR/Attendance Clerk and confirmed by Principal/Campus Designee
- SIR/Attendance Clerk will enter membership in HISD Connect on the Membership Panel
- No Show Roster will be printed by SIR from SIS once process is completed

Once Class Rosters are collected, search for students on SIS to first drop their schedule and then transfer out with NS status.

If searching for students individually, follow these instructions:

How to drop a student's schedule:

Start Page

Students ▼

All ▼

Doe, John

9 10 11 12 F M All

☐ Include Remote Enrollments

Stored Searches

Stored Selections

View Field List

Advanced

MultiSelect

District Search

Current Student Selection (0)

Scheduling

Bell Schedule View

List View

Matrix View

Modify Schedule

Enrollments

Requests

View Entire Year Schedule

Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date

08/01/2024



Search Available Classes

Course Number

Period

HR

Find

Quick Enroll

Course.Section

Enroll

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
	HR(A)	24-25	ADM10001-103	HM ROOM GR 01			216	08/12/2024	06/05/2025	<input type="checkbox"/>
	MP1(A)	24-25	013201DL-103	DL Mathematics GR1			216	08/12/2024	06/05/2025	<input type="checkbox"/>
	ELE(A)	24-25	01625FAR-103	Music GR1			130	08/12/2024	06/05/2025	<input type="checkbox"/>
	ELE(A)	24-25	01610ANC-103	Reading Lab GR1				08/12/2024	06/05/2025	<input type="checkbox"/>
	ELE(A)	24-25	01609ANC-103	Science Lab GR1				08/12/2024	06/05/2025	<input type="checkbox"/>
	ELE(A)	24-25	01604ANC-103	Physical Education GR1			135	08/12/2024	06/05/2025	<input type="checkbox"/>
	ELE(A)	24-25	01605ANC-103	Health & Safety GR1				08/12/2024	06/05/2025	<input type="checkbox"/>
	ELE(A)	24-25	01613ANC-103	Computer Lab GR1				08/12/2024	06/05/2025	<input type="checkbox"/>
	SSK(A)	24-25	01512DL-103	DL Eng Soc Stdy GR1			216	08/12/2024	06/05/2025	<input type="checkbox"/>
	SCK(A)	24-25	01412DL-103	DL Eng Sci GR1			216	08/12/2024	06/05/2025	<input type="checkbox"/>
	LA1(A)	24-25	01105DL-103	DL SPAN LANG ART RDG GR1			216	08/12/2024	06/05/2025	<input type="checkbox"/>
	LA1(A)	24-25	0117ELAR-103	WRITING LAB GR1			216	08/12/2024	06/05/2025	<input type="checkbox"/>
	LA1(A)	24-25	01106GEN-103	DL ENG LANG ART RDG GR1			216	08/12/2024	06/05/2025	<input type="checkbox"/>

Drop Selected

Drop All

Automated Schedule

Manually Schedule Student

Toggle Locks

How to-No-Show Students

Start Page

Students ▼

All ▼

Doe, John

9 10 11 12 F M All

☐ Include Remote Enrollments

[Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#) [MultiSelect](#) [District Search](#)

Current Student Selection (0)

Select Functions from tool bar on left side of page:

Enrollment

Activities

Uil/Activities

All Enrollments

Functions

Special Programs

Transfer Info

Next Year Requested School

Enter no-show date of 8/12/2024 and exit code of NS. Notice that there will be no attendance records found as we will not be coding attendance on the first day.

Transfer Student Out

Who will be transferred out

Transfer comment

Date of transfer
(should be the day after the student's last day in class)

Exit code

☐ Check here if student(s) intend to enroll in school during next school year *

* If the new student is observed, be advised that all scheduled related data for next year will be cleared. The values cleared will be next school, schedule this student indicator and all future course requests.

☒ NO attendance records found on or after 8/25/2024

Save

If several students need to be No Showed at once, students should be hand selected by hand:

Start Page

Students

All

Q?

-3 PK3 PK4 K 1 2 3 4 5 F M All

☐ Include Remote Enrollments

Stored Searches

Stored Selections

View Field List

Advanced

MultiSelect

District Search

Current Selection

Clear All

All: X

Current Student Selection (194)

Student	Student Number	Date of Birth	Grade Level
			5
			5
			5
			K
			1
			3
			3
			1
			2
			2

<< < 1 2 > >>

Select By Hand

Click function button to Update Selection:

<input type="checkbox"/>	Student	Student Number	Date of Birth	Grade Level
<input type="checkbox"/>				5
<input type="checkbox"/>				5
<input type="checkbox"/>				5
<input type="checkbox"/>				K
<input type="checkbox"/>				1
<input checked="" type="checkbox"/>				3
<input checked="" type="checkbox"/>				3
<input checked="" type="checkbox"/>				1
<input checked="" type="checkbox"/>				2

<< < 1 2 > >>

CancelUpdate Selection

Select first student on updated selection and scroll through each student using your arrow buttons.

Quick Lookup
Print A Report
Switch Student

List (3)

From your Functions page, enter no-show date of 8/12/2024 and exit code of NS. Notice that there will be no attendance records found as we will not be coding attendance on the first day

Transfer Student Out

Who will be transferred out

Transfer comment

Date of transfer
(should be the day after the
student's last day in class)

Exit code

☐ Check here if student(s) intend to enroll in school during next school year *

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

✓ No attendance records found on or after 8/23/2021.

Submit

Once No-Show Coding is complete, run your No-Show list by following path below with selections shown:



Start Page > PSCB Custom Reports > Enrollment > Enrollment Search - Exit Codes



Enrollment Search - Exit Codes

Report Filters

Exit Code (Multi-Select)

Default: All Exit Codes

Start Date

End Date

L86 - L86 GED Outside TX 0607
L87 - L87 Enroll in Univ HS Diploma
L88 - L88 CrtOrdGEDNotErnd 2010-11+
L89 - L89 Incarceratd Adult 2010-11+
L90 - L90 Grad I-St Compct 2010-11+
L98 - L98 Other/Unknown
L - Left

NS - No Show

SYE - School Year End

CGL - Change Grade Level

08/12/2024



08/12/2024



Select parameters and click submit

Submit

No-Show Procedures for the Classroom Teacher

ALL STUDENTS NOT PHYSICALLY PRESENT ON THE FIRST DAY OF SCHOOL MUST BE MARKED AS A NO SHOW

1. Use the Classroom Roster provided by the attendance office to take attendance at the designated time. On the first day of school no student is considered absent. **Absences Do Not start until a student has attended school at least one day.**
2. On the roster mark one single line through the name of any student on the list who is not in the classroom at official attendance time and mark **NS** to the right of the student's name. **Example: ~~John Doe~~ - NS**
3. Add the names of any students present in your classroom at official attendance time whose names are not on the roster, but whom you accepted into class with documentation from the office.
4. Record the total number of students present and sign and date the roster in blue or black ink **(NO PENCIL)**.
5. Do not "trade" students with another teacher without the knowledge of the principal or principal's designee, who in turn, gives the information to the attendance clerk.

NO STUDENT SHOULD BE MARKED ABSENT ON THE FIRST DAY OF SCHOOL IN HISD CONNECT.

First Day Class Roster Example:

Houston Independent School District
HISD Class Roster (Weekly)
[REDACTED] Elementary School

Page: 1

Class: KINDERGARTEN - HR(A) **Section:** 012

Teacher: [REDACTED] **Room:** B111

Total Students: 12

School Year: 2024-2025

Effective Date: 08/12/2024

Teacher Instruction: Draw a line across the name of each student who is not in attendance during your ADA time and identify as a No Show "NS". Sign and Date below and return to your attendance office. *(if your roster exceeds one page you must sign each page)*

Print Name: [REDACTED]

Signature: [REDACTED]

Date: [REDACTED]

Membership Total: [REDACTED]

Student Name	Student ID	Grade Level	Comment
Amaro Flores, Elanah	2260385	0	
Avila Argueta, Lia	2239805	0	NS
Chambers, Dominic O'Neal	2189550	0	
Diaz, Kevin Jose	2233848	0	
Flores Ramirez, Allan Vladimir	2237288	0	
Flores Rodriguez, Ashley Rosemary	2233838	0	
Landaverde, Edward John	2250286	0	
Pena Gonzales, Genesis Abigail	2256525	0	
Rodriguez Cabrera, Eva Maria	2252330	0	
Sandoval, Martha	2238469	0	
Shelton Rangel, Sophia Valentina	2252815	0	
Umanzor, Jeremiah Anivar	2237231	0	

15T DAY COUNTS

[illegible][illegible]

Grade Level	Grade Level Counts

Number of Students Enrolled on SIS	
Unscheduled Students	
No Show Students	
Total Present	
Total 1 st Count	

SIR/Attendance
Clerk: _____

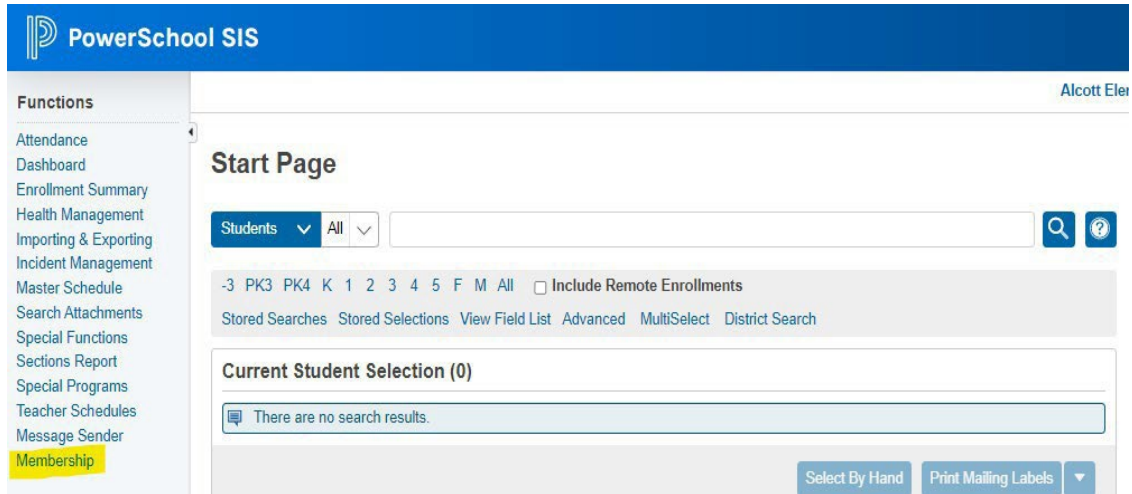
Campus Principal/PEIMS
Coordinator: _____

Campus: _____

Date: _____

Membership Reporting Pathway

1. From the start page under [Functions](#) select [Membership](#).



PowerSchool SIS

Alcott Ele

Functions

- Attendance
- Dashboard
- Enrollment Summary
- Health Management
- Importing & Exporting
- Incident Management
- Master Schedule
- Search Attachments
- Special Functions
- Sections Report
- Special Programs
- Teacher Schedules
- Message Sender
- Membership**

Start Page

Students ▾ All ▾

Search [] ?

-3 PK3 PK4 K 1 2 3 4 5 F M All ☐ Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced MultiSelect District Search

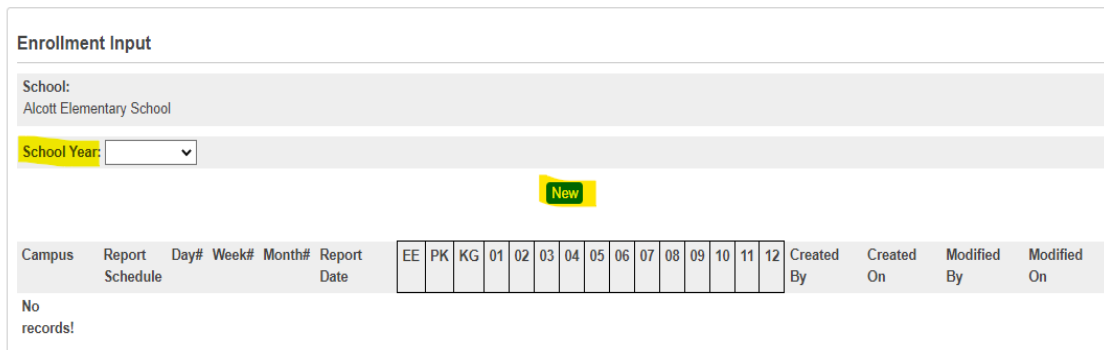
Current Student Selection (0)

There are no search results.

Select By Hand Print Mailing Labels ▾

2. Select [School Year: 2024-2025](#), click [New](#) and enter campus membership figures.

Membership Reporting



Enrollment Input

School:
Alcott Elementary School

School Year: ▾

New

Campus	Report	Day#	Week#	Month#	Report Date	EE	PK	KG	01	02	03	04	05	06	07	08	09	10	11	12	Created By	Created On	Modified By	Modified On
No records!																								

1ST DAY TEACHER HEADCOUNT FORM

Campus _____

8/12/2024

Attention Teachers: Complete the following steps at the official attendance time on the 1st day of school.

Step 1: During the official attendance time, verify the students on the Attendance Class Roster for accuracy.

- Place an "NS" next to any student who is not physically present in class.
- Add the student ID, first name and last name of any student who physically in the class but is not displaying on the Attendance Class Roster.
- Sign and date all pages of the Attendance Class Roster in **INK**.
- **NO PENCIL OR WHITE OUT ALLOWED.**

Houston Independent School District
HISD Class Roster (Weekly)

Page: 1

Class: HM ROOM GR 05 - HR(A) **Section:** 502

Teacher: _____ **Room:** 45

Total Students: 10

School Year: 2024-2025

Effective Date 8/12/2024

Teacher Instructions: Draw a line through the name of each student who is not in attendance during your ADA period and identify as a No-Show "NS". Sign and Date below and return to your school attendance office (if your roster exceeds one page you must sign and date each page).

Print Name: _____ **Signature:** _____

Student Name	Student ID	Verified	Comment
_____	_____	NS	_____
_____	_____	NS	_____

Step 2: Count the number of students who are physically in your class at this time. **DO NOT** count anyone who is not physically present at the time of official headcount. **DO NOT** include students who are in the nurse's office, in the restroom, in the office, etc. Record the number of students physically present below.

Official Headcount – Teacher: _____

Sign & Date in INK

Teacher's Name (Please Print): _____

Teacher's Signature: _____ Date: _____

1st Day Pending Schedule Form

Campus: _____ **Location:** _____

Attention Staff: Complete the following steps at the official attendance time.

Use black or blue ink only.

Step 1: Count the number of students who are currently physically in your presence.

Write the number of students physically in front of you in the Headcount field.

Step 1: List the student ID, First name, Last name, and Grade of all students physically in front of you.

[illegible]

Total Headcount: _____

Staff Name (Please Print): _____

Staff Signature: _____ **Date:** _____