

July 2014 Attendance

1. Calendar of Events
 - A. Job-A-Like (3 per year – high, middle and elementary Feb., March & June)
 - B. Welcome Back Letter
 - C. Welcome Back to School (District) Meeting
 - D. 40th Day Report
 - E. Federal Impact Aid
 - F. 100th Day Report
 - G. End of Year Procedures
 - H. On-going Training and Audits
 - I. Bi- monthly SAIS Submissions
 - J. Certificate of Convenience (CEC-B)
 - K. SAIS Access for all TUSD Employees

2. Post Data on Office Support
 - A. SAIS Calendar
 - B. Attendance Calendar
 - C. Attendance Procedure Guide
 - D. Attendance Forms
 - E. SAIS Checklist

3. Target Audience
 - A. Attendance Staff
 - B. Office Managers

4. State Information Workshops
 - A. ASCUS
 - B. Heinfeld & Meech
 - C. Federal Impact Aid Webinar

5. School Bell Schedule
 - A. Principal Submits
 - B. Leadership Final Approval
 - C. Attendance Accounting enters and verifies required time

6. Attendance Accounting Daily Hours
 - A. Trista 6:30am – 2:30pm
 - B. Tricia 6:45am – 2:45pm

