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

Agenda for HM Training/TUSD Attendance Acct Training Wednesday, May 6th, 2015/Thursday May 7th, 2015

2 hrs: H/M

Filling out forms:

Withdrawals

Registration Form Documentation Box

Sign In/Out Logs Telephone Logs

1 hr: Attendance Accounting

45 Day Screening

E/W Register started within 1 month of school

Bell Schedule Hour Listing Report

Data Verification Changes-SAIS failures: AA; all others TTS

10 Day Absences Suspensions

Final Report Card only in Cum (Elementary)

SAIS Processing

School Community:

Reaffirmation of Residency

Registration Procedures: BC, Shots, Proof of Residency,

Compliance Report

Wednesday AM (9-12): Elementary/K-8 Office Managers Wednesday PM (1-4): Elementary/K-8 Attendance Staff Thursday AM (9-12): MS/HS Office Managers/Registers

Thursday PM (1-4): MS/HS Attendance Staff