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