

SAFE ARRIVAL POLICY

15-MINUTE MORNING ATTENDANCE



	Sample Times	
OFFICE	8:00 - 8:30	<ul style="list-style-type: none"> • Office receives calls from parents from students who will be absent. • Office enters info into Aspen, so that teachers will see it when they log in.
TEACHERS	8:25 - 8:30 (5 mins)	<ul style="list-style-type: none"> • Teacher arrives to class before students, and logs into Aspen. • Teacher activates the screensaver on the computer.
TEACHERS	8:30 - 8:35 (5 mins)	<ul style="list-style-type: none"> • Teacher greets the students, and records attendance on a class roster (paper). • The teacher unlocks the computer. • Teacher enters absences into Aspen and clicks Post. • Teacher logs out of Aspen.
OFFICE	8:35 - 8:40 (5 mins)	<ul style="list-style-type: none"> • Office runs a Post Verification Report to determine if any teachers have not posted attendance today. • Office contacts teachers to remind them to enter it into Aspen.
TEACHERS	8:40 - 8:45	<ul style="list-style-type: none"> • Teachers who did not post attendance in Aspen do so now.
OFFICE	8:45 - 9:00 (ASAP)	<ul style="list-style-type: none"> • Office runs an Attendance Call Sheet Report. • Office begins phoning parents to determine location of missing students.

Teachers: How do I print a class roster for my homeroom?

Attendance Top Tab > Reports Menu > Attendance Homeroom Input

Office Reports

Attendance TopTab > Reports Menu > Daily Attendance Post Verification

Attendance TopTab > Reports Menu > Attendance Call Sheet