**Attendance Printing Rules For Pupil Accounting for IRESA Spec. Ed.**

**You must take ACCURATE attendance at the start of every day in your Attendance books**

**Days to print:**

**(Attendance books Must be copy on Friday, end of the day, the week of count and on the Friday at the end of the count period for the following weeks: the week before count and the five weeks after count (since count week has already been printed).**

* Copy the week before count day-(Copy at the end of the count period)
* Copy the week of count-**The Friday of Count Week** *(Highlight count day)*
* Copy each week for 5 weeks after count day week-**Print the week before count and the 5 weeks after count on the Friday of the last day of the count period.** These copies must be to the special education secretary by the Monday after the count period ends. Please make sure no student names are cut off when coping the attendance book.

**What to do:**

* Copy complete attendance for the week, or weeks making sure no student names are cut off or missing.
* Sign and Date the printout *(blue or black ink, no gel pens or colors)*
* *Highlight count day*
* *During the 7 week count period any snow days, holidays, or scheduled days off must be highlighted and indicated the reason school was not in session (snow day, safety day, etc.)*
* *Staple together any printouts larger than a page*
* *Copy one sided only*
* *Put in order based on class period and date*
* Place in the folder and provide to the special education secretary, then to the auditor for each audit
* Any time a student exits or enters your class, you must clearly indicate this on the attendance record, highlight it, and indicate where they went or came from if transferred from another classroom (moved to Jane Doe’s class, etc.)
* Continue to mark a dropped student absent until the office officially drops the pupil.
* Pupils suspended on count day are indicated as such and with the type of suspension.
* Make sure any part-time or reduced time student schedules (time they enter and leave or what days they attend) are noted in the attendance book before they are copied and that this information will be legible on the copy for the auditor.
* If a child changes service, (homebound, reduced schedule, etc.) make sure this is clearly indicated in the attendance book and the date it began is also indicated.
* Use the IRESA school wide coding system
* The front of the attendance book should list the teachers name, school name, program name and school year
* Do not white out or obliterate any mistakes in the attendance book, simply draw a single line through any errors

**Pupil accounting and proper attendance for it is not an option, we need to take the time at the beginning of class to do it and make sure it is accurate. Thank you!**

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