**Attendance Printing Rules For Pupil Accounting**

**You must take ACCURATE attendance every day in Skyward at the start of Class**

**Days to print:**

**(must be printed on Friday, end of the day, of the week you are required to print)**

* Print the week before count day (must be printed that week on Friday)
* Print the week of count *(Highlight count day)*
* Print each week for 5 weeks after count day

*Do not print attendance for all weeks at the end of the count weeks. They must be printed each week as printing them all at once at the end of the count period will cause errors in the attendance records.*

**What to do:**

* Print complete attendance for the week *(Skyward Directions Below)*
* 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*
* *Print one sided only*
* *Put in order based on class period and date*
* Place in the folder and keep in your possession until the auditor asks for it
* 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.

**Skyward Directions for teachers**

* Go to My **Gradebook**
* Select **Reports for all Classes**
* Select **Attendance** *(summary report for all classes)*
* Select template for pupil accounting
* Select **Modify Parameters of Template** *(some of you may already have the template)*
* Enter the date range you want to print
  + Week before *(ie.Sept. 23rd to Sept 27th)*
  + Week of count (Sept. 30th to Oct. 4th)
  + Week after count *(for five weeks)*
* Click **Save**
* Select **Select Different Classes** *(verify all classes that need attendance are selected)*
* Select **Print**
* Repeat the process if you have students in both 200 and 300 *(scroll down to 300)*
* **Questions see the office.**

**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!**

Updated 8-19-19