

1.08 ATTENDANCE ACCOUNTING PROCEDURES

College Instructor Responsibilities

College academic instructors shall be responsible for recording the attendance of their students. Attendance accounting procedures shall be explained to new instructors by the Unit principal or designee. This may be done in person or in writing on or before the first class meeting.

The Unit principal's office shall provide to the academic instructors a computer-generated class roster (Example 1.13-4) each day the class is scheduled to meet. The line beside each student's name should be marked by the instructor in the following manner:

1. An "A" shall be marked on the appropriate line on the roster beside the student name for offenders who are absent from the class meeting.
2. The line is to be left blank beside the name of students who are present.

The determination of absent or present for a student who does not meet the entire class period shall be made by the contracted personnel based on attendance policy set by the servicing college or university.

In the event the contracting college/university does not have an attendance policy, the acceptable amount of attendance in the classroom by the student shall be one-half of the scheduled time.

The completed class roster must be signed by the instructor, certifying its accuracy. The roster shall be submitted to the Unit education department upon the close of each class meeting.

Principal Responsibilities

A "0" for absent or a "1" for present should be entered in the education department computer for accounting purposes.

If a college instructor is absent, the principal's office shall designate on the roster that the teacher was absent. A "T" should be entered on the computer for accounting purposes.

At the end of each month, the principal's office shall produce the Official Attendance Summary and the Official Attendance Record (ADA) for the college in the same manner as with WSD attendance. The college instructors do not need to sign these documents.

The principal, or designee, shall then reconcile the Official Attendance Record and verify the accuracy of the Official Attendance Summary. If corrections to these documents are necessary, the principal or designee must also make the same corrections to the attendance file in the computer. The Unit principal shall sign the Official Attendance Record and Official Attendance Summary.

Document Management

All college rosters, official attendance records, and the Official Attendance Summary shall be maintained by the Unit principal's office in the same manner as the WSD attendance records and in accordance with the WSD Attendance Accounting Procedures.