



SCHOOL PROCEDURES FOR USING ON-LINE ATTENDANCE FEATURE

SCHOOL ADMINISTRATORS RESPONSIBILITIES

- Set an attendance cut-off time that all teachers must follow. This is the time that teachers must have their attendance completed and posted before this cutoff.
- Outline procedures for students that come in tardy or need attendance records corrected.
- Decide if teachers would have the ability to also mark students TARDY in addition to ABSENT or PRESENT. The default is not marking tardies. This would need to be communicated to the Tech & Info Management Office to setup for you.
- Develop procedures for substitutes and itinerants to get paper versions of the attendance sheets on days the regular teacher is not available to do homeroom attendance.

SCHOOL OFFICE STAFF RESPONSIBILITIES

- Run the Staff Attendance Post Verification report (under the Attendance Tab) to check the status of teacher attendance. The report shows date and timestamp of attendance being done. Contact teachers who have not posted to check on status. NOTE: Staff that are marked Absent for the day will have an (A) appear on the report to assist you with who should not be posting that day.
- Run weekly 2 sets of your Homeroom Attendance Input sheets to be kept as a backup and for use with substitutes and itinerants. (In the event of no computer access, the paper sheets need to be maintained for attendance until the computers are back on-line. This may mean entering in the attendance for the school)
- Make all corrections to attendance records as needed and mark students tardy that come in after the principal's cut-off time. Teachers only have one chance to post their attendance per day. If they post and it is incorrect, it needs to be fixed by the office. Bring to the principal's attention any consistent errors for them to address.
- Make adjustments to student homerooms and staff homerooms as needed so rosters are always current.

CLASSROOM TEACHER RESPONSIBILITIES

- Log on to X2 daily and correctly mark attendance records before the school's cut-off date.
- Communicate to the office any attendance records that need to be corrected as they become known.
- Direct tardy students to the office to get properly entered into the system. (Or call the office)
- Notify principal or office of any students that should or do not appear on your on-line roster.

Contact the Tech Support Center (508) 675-8402 with any X2 Aspen issues.
Issues requiring immediate or higher level attention will be escalated to the appropriate staff member
in our department.

Downloadable information on this topic is posted on: www.fallriverschools.org/x2support.cfm

