Lamar CISD First Day Attendance Procedure

Before First Day of School

- **Thursday before first day:** Verify all teachers can log in to Skyward and can view attendance period
  - Campus representative emails by 5:00pm the list of teachers that cannot log in to the LCISD Help Desk (helpdesk@lcisd.org)

- **Friday before first day:** Any teachers that could not log in to Skyward and view attendance on Thursday should try again
  - Campus representative emails by 5:00pm the list of teachers that cannot log in to the LCISD Help Desk (helpdesk@lcisd.org)

- **ELEMENTARY:** Run the “Students Missing Specific Courses/Subjects Report” to find any students missing a homeroom class. This must be run for each grade level.

- **SECONDARY:** Run the “Free Period Report” to find any student enrolled on campus, but is missing a class during the attendance period.

First Day of School

- **ALL** teachers take attendance in Skyward at official attendance time
  - Any student not on their Skyward roster should be sent to a central location on campus
  - **or**
  - Have teacher add student to “Non-Roster Student” list

- Run the “Unrecorded Class Attendance” Report to view any teachers that did not take attendance
  - Make sure these teachers take attendance before moving to next period
  - Have teachers take attendance on hard copy of roster if unable to take attendance in Skyward

- Make sure **ALL** students not on teacher rosters are accounted for with the “Non-Roster Student” list or “Alternate Location” sign-in sheets. Have “Alternate Location” sign-in sheets for:
  - Counselor’s Office
  - Nurse’s Office
  - Library
  - Auditorium
  - Principal and AP Offices
  - Off campus for 1<sup>st</sup> or 2<sup>nd</sup> period
  - Homebound
  - New Registration (Have a sign-in sheet with a place for time for those students in the office waiting to enroll)

- Gather all rosters from locations that were not teacher classrooms & “Non-Roster Student” lists from teachers

- Run the “Period Detail” Report
  - Use “Alternate Location” sign-in sheets to remove students from this report that were on campus & enrolled, but not in teacher classrooms
  - Use “Non-Roster Student” lists to remove students from this report that were in a teacher’s classroom, but not on their roster

- Attendance Office uses final list of students marked absent to mark each student as “No Show” on Student Profile Entry/Withdraw screen