



# Communication Log

## Attendance Procedure Communication

**DIRECTIONS:** Attendance Clerks are to log teachers who have not been recording attendance in a timely manner. At the close of the attendance month, the Attendance Clerk will submit this form along with the "Monthly Attendance Summary & Report" to the Principal for review. The Principal will follow up with the Teacher(s) listed below and return the signed and dated form to the Attendance Clerk. **A final copy will need to be submitted to the Attendance Auditing Department at the District Office. REMINDER: If this form is submitted blank, this is indicating that the Attendance Clerk acknowledges all teachers have submitted/recorded attendance appropriately and Administrator follow up is not necessary.**

School Name \_\_\_\_\_

Attendance Month \_\_\_\_\_ to \_\_\_\_\_

Date of Occurrence	Name of Teacher	Has this teacher been recording attendance accurately?		Has this teacher appeared on the missing ABI report for not taking attendance regularly?		Administrator Follow Up Notes for Attendance Clerk	Administrator Spoke with Teachers pertaining to:	
		Y	N	Y	N		Accurate Attendance Reporting	Timeliness of Attendance Reporting
5/4/2009	(Example) Mrs. Smith	√		√		5/11/09 Date Mrs. Smith will submit attendance no later than 9:00 am.		√
<hr style="border-top: 1px dashed black;"/>								
1.)						Date		
2.)						Date		
3.)						Date		
4.)						Date		
5.)						Date		
		If column is checked <b>no</b> , this means that the teacher is <b>not recording</b> attendance accurately.		If column is checked <b>yes</b> , this means that the teacher is <b>not entering</b> attendance consistently.		ATTENDANCE CLERK COMMENTS <i>regarding unverified absences:</i>		

\_\_\_\_\_  
Attendance Clerk Signature                      Date

\_\_\_\_\_  
Administrator Signature                      Date

Please PDF a **completed copy** along with your "Monthly Attendance Summary" to Attendance Auditing at the close of each attendance month.

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