

How to Post Attendance if you are a Visiting (Substitute) Teacher - Elementary

Visiting teachers will take attendance using paper class rosters. You must submit it to the office at the end of each day. You will pick up your roster each day from the office staff. It is the responsibility of the office staff to the print attendance rosters so they are available for visiting teachers as they check in.

NOTE: Visiting teachers must document the attendance and sign their rosters before returning them to the office.

The following steps instruct you on how to take attendance using the paper Attendance Roster:

1. Pick up your roster from the office staff. You must pick up a new roster each day you are at the school site. If you are substituting for a combination class such as 1st grade and 2nd grade, you will have two rosters.
2. Find the appropriate date column. It should match the date for which you are taking attendance.
3. For students that are Present, leave the fields blank. Write either an **A** (Absent) or a **T** (Tardy) for students when appropriate. You must take attendance once at the start of each day.

SAMPLE ROSTER REPORT
 One roster per day will be printed for the visiting teacher

1 Vista Grande Elementary 284
 Attendance Roster Report
 For week of 09-01-14 to 09-05-14

Teacher: Dawson, Jin E
 Class: Third Grade - SEI/MEC/GATE, Section 3, Term 14-15
 Period: 1(A), Room 212

				September 2014				
Number	Student Name	Gender	Grade	Monday 09-01-14	Tuesday 09-02-14	Wednesday 09-03-14	Thursday 09-04-14	Friday 09-05-14
417327	1. Brantley, Stefanie	F	3				A	
395390	2. Briggs, Leanne Rose	F	3					
409053	3. Brunette, Bibiana Aaliyah	F	3					
370202	4. Bruno, Tia Janelle	F	3				T	
415481	5. Bucatin, Jennyfer Mia	F	3					
395017	6. Caaway, Rayven Nicole	F	3					
395001	7. Cater, Mireya Jalyn	F	3				A	
390089	8. Chapa, Damion L	M	3					
372248	9. Cobarrubia, Leia Giselle	F	3					
390081	10. Cornelius, Humberto Misola	M	3					
343329	11. Courtney, Jerick Ayoub	M	3				T	
384880	12. Crockett, Ian Matthew	M	3					

In accordance with all applicable policies and procedures, I am certifying the student's presence or where there is an absence code, the student's non-presence in this class.

	Monday	Tuesday	Wednesday	Thursday	Friday
Signature				<i>Jin Dawson</i>	
Print Name				Jin Dawson	
Date				09-04-14	

Date printed 08-26-14

4. Make sure all rosters are signed, dated, and returned to the office as soon as possible.