

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

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 rosters each day from the office staff. You will have a roster for each class section. 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 rosters from the office staff. You must pick up new rosters each day you are at the school site.
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 period.

**1**

**Serra High 357**  
**Attendance Roster Report**  
 For week of 09-01-14 to 09-05-14

Teacher: Hand, Karl  
 Class: AM LIT 1 (P), Section 63, Term 14-15  
 Period: 3(A), Room 102

**2**

September 2014

Number	Student Name	Gender	Grade	September 2014				
				Monday 09-01-14	Tuesday 09-02-14	Wednesday 09-03-14	Thursday 09-04-14	Friday 09-05-14
90986439	1. Best, Travis	F	11			A		
12898286	2. Clark, Kimberly	F	11					
414562	3. Donnell, Mary	M	11			T		
61630	4. Garcia, Jesus	F	11					
89889	5. Gecko, Gordon	M	11					
31098343	6. Henderson, Tom	M	11					
20698047	7. Lopez, Katia	F	11			A		
31598249	8. Sanford, Fred	F	11					
10698057	9. Smith, Alex	M	11					
440580	10. Winford, Maria	M	11			T		

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>Karl Hand</i>		
Print Name			Karl Hand		
Date			09-03-14		

**4**

Date printed 08-27-14

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