

## SAMPLE ENTRIES

MARCH	DATE	1	2	3	6	7	8	9	10	13	14
	A.M.				1				5		X
P.M.		X						5			

On March 1, the pupil was late (X) for the afternoon session.

On March 3 the pupil was absent for the morning session and the teacher entered Code 1, Parental Neglect.

On March 9 the pupil was absent for both morning and afternoon sessions and the teacher entered Code 5, Illness of Pupil.

On the 13th, the pupil came in after the teacher had already made an absence record, so an X for lateness was superimposed in red on the absence record.

On the 14<sup>th</sup>, the pupil was officially present but actually attending a clinic under the supervision of the school nurse during the entire morning session (N).

If the pupil was marked absent for Personal Illness, Code 5, but after inquiry of the pupil by the teacher, this coding needs to be changed to 1, Parental Neglect, draw a horizontal line through the number 5 and enter in red the figure 1 adjacent to the circle.

If the pupil was required to appear in court, His absence was marked Code !O, and the reason was stated and dated in the comments section on the back of the roll slip.

The code used should represent the teacher's best judgment at the time the entry is made. If subsequent investigation by the teacher reveals the fact that the coding should be changed, this change should be made. Changes should be entered in red.

In rare cases it may be impossible to make even a reasonable estimate of the cause of absence, and the circle may be left blank, but only temporarily. In such cases the code entry should be made immediately after the return of the pupil. If an unexplained absence persists for three days, the case may be referred for investigation through the established school channels.

## DIRECTIONS FOR RECORDING ATTENDANCE ON ROLL SLIPS

The roll slip is preserved permanently. It is the basic original record of residence, enrollment and attendance. If entries are not typed, they must be entered in black ink. They must be clear and legible. Printing is preferable. Erasures/whiteout are not permitted. Corrections must be entered in red. The home- room teacher is responsible for the accuracy of all entries.

### RESIDENCE

It is essential that the complete correct address and telephone number appear on every roll slip and on the office records. Whenever an address or telephone number is changed on the roll slip, the school office should be notified at once in writing, giving name of pupil, new residence (including apartment location), zip code, and/or new telephone number and date of change. At the close of each month, the residence and telephone number of each pupil must be verified (in most cases by asking each pupil to state where he lives and his telephone number).

### ADMISSION, TRANSFER, DISMISSAL, CHANGES WITHIN SCHOOL, CHANGE OF ADDRESS

**ADMISSION.** When a pupil is admitted to a Catholic School in the Archdiocese of Philadelphia, enter A in the proper date and session block.

**TRANSFER.** Enter T to indicate date and session of a transfer. The attendance for the session when the transfer is made is to be entered by the teacher (or school) transferring the pupil. In order to have a continuous attendance record, it is necessary to have an exact record of attendance for all sessions following the change or transfer. Reason and place of transfer are to be noted on the reverse side of the roll slip under **REMARKS**.

**DISMISSAL.** If a student is dismissed, enter "D" in the proper date and session block. Indicate the reason for dismissal under remarks.

**CHANGES WITHIN SCHOOL.** In the case of a change to another class within the school during the term, enter W in the proper date and session block. Write new room number and grade in the proper space at the top of the sheet. The new homeroom teacher must sign the roll sheet.

**CHANGE OF ADDRESS.** If a student changes residence, enter the complete new address on the next vacant resident line.

### ATTENDANCE

**WHEN A PUPIL IS PRESENT,** no entry is made. A pupil is considered present when he is engaged in legitimate school activities, whether in or out of the school. Thus a "present" pupil may be away from the school building attending a clinic, participating in a rehearsal or athletic activity, visiting a museum, etc.

**It is essential that all records of absence and lateness be entered in ink.**

**ABSENCE** is to be indicated by a circle in the upper block for the date and session. The teacher should inquire carefully as to the cause of each absence and ENTER IN THE CIRCLE the absence code as listed under CAUSES OF ABSENCE on the left margin of the roll slip.

LATENESS is indicated by an X. (See sample entries) It should be noted that no distinction is to be made on the roll slip between excused and unexcused lateness. If the pupil comes in late after the absence entry has been made, the cross to indicate lateness should be superimposed on the absence record.

WHEN A CLASSROOM OR THE ENTIRE SCHOOL IS CLOSED BY OFFICIAL DIRECTION because of contagious disease, stormy weather, or other emergencies, block out the sessions during which the classroom or school is closed. Pupils are not reported as absent.

PUPILS IN THE CUSTODY of the Youth Study Center or similar facility are to be counted as present since school services are usually provided for these children.

THE CAUSE OF ABSENCE is coded by numbers from 1 to 11.

- Codes 1, 2, 3 and 4 refer to unexcused absence. If more than one reason for absence is involved. ILLEGAL EMPLOYMENT (Code 2) takes precedence over TRUANCY (Code 3) or PARENTAL NEGLECT (Code 1), e.g. if Codes 2 and 3 are involved, enter Code 2.
- "Truancy" means absence without the knowledge of the parent.
- The term "Parental Neglect" is used to indicate that the parent fails to take reasonable steps to secure the regular attendance of the pupil or keeps him out of school for insufficient reasons.
- Where elements of truancy and parental neglect are both present, the teacher should decide which is the major reason and assign the code number accordingly. If parental neglect results in absence due to illness because of failure to make the proper effort to secure medical care, the teacher should use code 4, Illness of Pupil
- Codes 5 to 11 inclusive cover excused absence. In the case of ILLNESS OF PUPIL (Code 5) and in the case of ILLNESS IN FAMILY (Code 6), where there is doubt as to whether the absence is actually due to illness, careful consideration should be given to the need for securing a physician's certificate. Where such absence extends beyond a month, even though the nature of the illness is known and the pupil is being treated by a physician, the case should be reported to the home and school visitor. Absence is excused for illness in family only if the pupil is urgently needed at home, or if the parent is ill and unable to prepare the child for school and no other solution is possible or if a family member's illness requires the student to be quarantined.

- In the case of DEATH IN THE FAMILY (Code 7), absence may be excused for one week.
- For student QUARANTINE, Code 8, should be used.
- In excused absence because of INCLEMENT WEATHER (Code 9), the teacher should take into account the distance to school, adequacy of clothing, severity of weather, and age and physical condition of the pupil. This code should be used sparingly.
- For SCHOOL CLOSURES, Code 10 should be used. This might apply for water main breaks, boiler problems, storm damage, etc.

For OTHER REASONS

Absence may also be excused for OTHER REASONS, (Code 11). Code 11 should be used sparingly and only when no other code will apply. Whenever a Code 11 is entered as an absence code, the specific reason may be identified in the following manner. This should be recognized by a note or letter from the parent.

- Court Appearance
- Family emergency (this includes any emergency that would cause parents to keep a child home that is not already included in codes 5-10).
- Parental Request (this should include winter vacation, trip, or celebration of an event.) These are not to be encouraged and will be given only after dialogue with the principal.

Whenever an attendance adjustment is made the date should be indicated by placing an R in the appropriate date and session block. When a report has been returned to the teacher with the verified notations, these entries should be copied immediately on the roll slip under Comments.