

## MEMORANDUM

TO: All Wave 1 Schools

FROM: Information Technology Services (ITS)

SUBJECT: **CLASS ATTENDANCE PROCEDURES CLARIFICATION**

The purpose of this memo is to clarify the class attendance procedures for grade reporting. In the memorandum "Gradebook Upload Reminders" that was sent on October 5, 2005.

- Elementary schools do not report class attendance, and do not have to take any action in the Gradebook.
- Secondary school teachers who have been taking daily class attendance in the Gradebook during the nine-weeks do not need to take any action. The total days Absent and Tardy will be calculated by the Gradebook. Teachers **MUST NOT** enter attendance in the Required Assessment "Absence" and "Tardy" columns. Entries into the summary total column will "override" the daily Pinnacle class attendance entries.
- Teachers who have **NOT** recorded class attendance in the Gradebook during the nine-week period **MUST ENTER** cumulative class attendance information in the Required Assessment "Absence" and "Tardy" columns.

We apologize for any confusion that may have occurred regarding the attendance process.

If you have any questions regarding this memo, please contact Support Services via *Ask A Question* from the e-Help Desk at: <http://sus.dadeschools.net/helpdesk/> or you may call Support Services at 305-995-3705.