

## MEMORANDUM

TO: Principals and Attendance Managers  
(Principals please route this message to the Attendance Manager)

FROM: Information Technology Services (ITS)

SUBJECT: **ATTENDANCE USE WITH ELECTRONIC GRADEBOOK**

The pilot for the Gradebook Attendance Manager has been completed and it has been determined to use the Attendance Manager for classroom attendance and not to implement the upload of official daily attendance to ISIS at this time. Therefore, you should continue to use direct ISIS data entry for your official daily attendance. However, you are encouraged to use this tool in parallel with ISIS to track your official attendance.

Your attendance manager should begin using the Gradebook Attendance Manager now for classroom attendance. This is a valuable tool for communication on student attendance between the attendance manager and school administrative staff.

Additional training information on the Attendance Manager can be accessed at the Gradebook site at: <http://gradebooksupport.dadeschools.net>.

If there are any login issues for your attendance manager or other questions regarding the Gradebook Attendance Manager, you should contact Support Services at 305-995-3705 or e-Help at: <http://sus.dadeschools.net/helpdesk/>.