

## INTERMEDIATE UNIT I

Fayette-Greene-Washington

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Executive Director

TO : Intermediate Unit I Classroom Teachers with Attendance Registers  
FROM : Scott Craighead  
DATE : August 25,2008  
RE : **ATTENDANCE REPORTING**

Instructions are provided for the completion of the attendance register. When transmitting the final attendance register include your contact numbers where you can be reached if there are any questions on the data.

### General Instructions

Please make sure all required data fields are filled in.

If the instructions refer to a Pop-up menu, 2 arrows should appear next to the field when you click in it. Click on those arrows to select from the Pop-up menu.

Make sure all students living in a group or foster home are labeled 1305 or 1306. Refer to instructions on Page 2 Student Demographics page.

Please enter dates using the following formats: MM/DD/YY. The system may convert it to single digits in some of the fields.

**Registers should be e-mailed to me on days 60,120 and the final report on the last day of the school year. Continue to fill out the register until the last day of school.**

### (Page 1 Menu Page)

Enter the Teacher Name in the following format: LAST NAME, FIRST NAME

Select the Level from the Pop-up Menu: Elementary or Secondary

Select the Area from the Pop-up Menu

Enter the first day of school using the following format: MM/DD/YY

Enter the last day of school using the following format: MM/DD/YY

Select the district of the class using the Pop-up Menu

Enter the name of the building where the class is located

Enter the number of days in session. Full-Day ACT 80 days should not be included  
Example:If the district had 2 full ACT 80 days, the Days in Session will be 178  
Full ACT 80 days should not appear on the register and the register would end on day 178. Half ACT 80 days should appear on the register.

**(Page 2 Student Demographics Page)**

Enter the Student Name in the following format: LAST NAME, FIRST NAME  
This is the only page the student name can be entered on. The name will appear on other pages automatically.

Enter the student's date of birth using the following format: MM/DD/YY

Enter the amount of minutes per week the student is mainstreamed, the maximum number of minutes per week is 1650. If the student was not mainstreamed enter 0 in the mainstream column. Please call me at extension 274 if you have any questions regarding mainstream time.

If the student is living in a foster or group home, select the following codes from the Pop-up menu in the foster column: 1305 – foster 1306 – group home  
1306SW – group home ward of the state. Leave this column blank for other students.

Enter "Y" in the vo-tech column if the student attends vo-tech half day, otherwise leave this column blank.

Enter the answers to the 4 NCLB questions for each student.  
Refer to the NCLB instruction page.

Select the grade level from the Pop-up menu (K – 12)

Select the gender from the Pop-up menu (M or F)

**(Page 3 Parent/Guardian Information Page)**

Enter the Parent(s) or Guardian Name in the Parent or Guardian Name Column or  
Enter a group home name for 1306 students.

Enter the street address of the parent or guardian. If the student is living in a group home, enter the address of the group home.

Enter the city or town the parent or guardian lives in.

Select from the Pop-up menu the school district of residence where the parent or guardian resides. If the student lives in a group home select the district of residence of the natural parent, **not** the district where the group home is located.

**(Pages 4 – 9 School Days 1 – 30, 31 – 60, 61 – 90, 91 – 120, 121 – 150, 151 – 180)**

The school days are labeled from 1 to 180.

In the row labeled “Month” enter the number of the month for the corresponding school day.

In the row labeled “Date” enter the day of the month for the corresponding school day.  
**Remember**, do **not** enter full day ACT 80 days.

For the individual dates, enter the students’ absences using the following codes.

E	=	Excused Absence
.5E	=	Half day Excused Absence
U	=	Unexcused Absence
.5U	=	Half Day Unexcused Absence
X	=	Unlawful Absence
.5X	=	Half Day Unlawful Absence

**Important Note:** If a student is under the age of 17 and does not have an acceptable excuse, the absence is to be marked Unlawful (X). Students under the age of 17 should **not** have any days marked as Unexcused (U), they are to be marked as Unlawful (X).

**(Page 10 Entry/Withdrawal Information)**

**Important note: Pay close attention to the withdrawal and Entry/Reentry codes provided at the end of the attendance register. They have changed from prior years.**

There is enough space for 3 entries/re-entries and 3 withdrawals per student.

Every time a student re-enters or withdraws you must enter the appropriate Code and school day (1-180).

**Important Note:** If a student changes districts then the student must be Withdrawn from the first district and entered on a second line. The student must be added on the student page (Page 2), but the withdrawal codes and re-entry codes will be entered on (Page 10 Entry/Withdrawal Information)

A student may need 2 lines because of a change of status – Examples:

If a student was vo-tech for part of the year, and not the entire year then that student would need 2 lines, one showing the time he/she attended vo-tech, and a second line for the rest of the time.

Anytime a student’s address changes, there should be a separate line for each address.

Anytime a student is reentering the same room for any reason the R-code will be R6.

**Important Note:** When a student is withdrawing the W-day should be on the last day he/she was supposed to be enrolled, not the following day. A student withdraws at the end of the day. Re-entries or original entries should be the first day the student was enrolled with you. A student re-enters at the beginning of a day.

**The final 2 pages are all calculated automatically.**

**Common Errors to Avoid**

**Make sure all information is filled out. If not, it may necessitate the need for you to come in over the summer for verification.**

**Make sure the Withdrawal and re-entry dates are accurate.**

**EX: if a student withdrew from a district on day 20, make sure to fill out the appropriate W4 in the WD Code column and 20 in the WD Day column on the Entry/Withdraw information page, otherwise the school district will be billed for the entire school year.**

**Make sure all absence codes are correct and appear on the appropriate student. A student cannot have absences marked on days they are not in membership.**

**Example: If a student withdraws on day 10 and reenters on day 20 then he/she cannot have an absence marked on day 15. This error is usually caused by an absence put on day 15 for another student. Make sure you are on the correct line for each student. As a final check you should check those re-entries and withdraw days to make sure you do not have any absences marked when a student is withdrawn.**

**Make sure foster and group home students are marked appropriately.**

**Make sure vo-tech students are marked appropriately.**

**The accuracy of this data determines how the Intermediate Unit bill is allocated to school districts. If the data is not accurate it could produce billing errors that are hard to correct. If the data is incorrect on one student in a multi-district class, it would make the bill wrong for every district in that class. Please ensure the accuracy of your register. If you have any questions please call me at 1-800-328-6481 ext. 274.**