

## Attendance Staff ASR overview

1. Starting the third Monday of the school year (all calendars) run the ASR report for the first 2 weeks of school. Every other Monday continue to run ASRs for the prior weeks for the entire year. (See Attendance Summary Report Instructions).
2. Review each ASR and confirm there is an “E” for every student when the student **first enrolls** in the course/school.
3. *Possible Reasons why the “E” does not appear or appears on the wrong date:*
  - a. Student did not physical attend the first day of school and the enrollment date was changed but the schedule start dates were not changed. The student’s name will appear on the ASR before the E appears and the N/E will not show prior to the E.
  - b. Student was enrolled or scheduled on a day not in session. Make sure the enrollment or schedule start date doesn’t fall on a weekend, holiday, smoke, or snow day. Use the ASR reports in BIG to help identify these errors.
4. Review dates at the top of the page for start date, withdraw date, course start date, and course withdraw dates to verify enrollment and withdraws.
5. N/E should show before the “E” to indicate that the student was not enrolled in the course/class until the E appears.
6. A “W” will automatically appear on the reports for each student when the student withdraws from the course/school.
7. *Possible Reasons why the “W” does not appear:*
  - a. Schedule end date has not been entered.
  - b. The ASRs were generated prior to the student’s withdrawal.
  - c. The student was withdrawn on a school day not in session. Make sure the withdrawal or schedule end date doesn’t fall on a weekend, holiday, smoke, or snow day. Use the ASR reports in BIG to help identify these errors.
8. It is possible for a student to be Enrolled and Withdraw on the same day. The ASR will show an E/W on that date.
9. N/E should show after the W to indicate that the student is no longer enrolled in the course/class.
10. If the student’s attendance is incorrect the teacher will email the corrected information to the designated attendance person or note the correction on the printed ASR and give to designated attendance person.
11. End of day Friday every other week, once the ASRs have been reviewed and corrected in IC, teachers must sign and date the Verification Log (in blue or black pen only) located in the office or on the school SharePoint electronically. The dates on the ASRs much match the dates on the Verification Logs.
12. Signed and dated verification logs must be maintained for the entire school year. These will also be scanned once all teachers have signed and verified the attendance for that week(s). Verification logs can also be signed electronically in the school SharePoint.
13. Once all corrections are made re-run ASR reports and save a new copy in SharePoint. Save the report by naming it with the week, date of the Monday and Friday the report represents, ASR, and add #2 as it is the second generated report after corrections where made. For example, **WK 1&2\_ 8\_15 to 8\_26ASR #2**. Please do not delete the original ASRs saved.
14. Create a file in Outlook under Cabinet and name it “Attendance Corrections” and store all ASR correction emails from teachers.

### Instructions on WCSD Website:

Departments> Student Accounting> Attendance Summary Report (ASR)

FRED W. TRANER MIDDLE SCHOOL

ATTENDANCE SUMMARY REPORT

From: 08/09/2021 To: 8/20/2021

ART I  
Teacher: [REDACTED]

Dates are helpful in finding enrollment and withdrawal errors.

Period: 04  
Section: 414

Date Range #1 of 1

Student ID	Student Name	Birthdate	Grade	08/09	08/10	08/11	08/12	08/13	08/16	08/17	08/18	08/19	08/20	Start Date	Withdraw Date	Enrollment Start Status	Course Start Date	Course Withdraw Date
[REDACTED]	[REDACTED]	[REDACTED]	06	N/E	N/E	N/E	N/E	E	-	-	-	-	-	08/09/2021	06/07/2022	E1	08/13/2021	10/15/2021
[REDACTED]	[REDACTED]	[REDACTED]	06	E	-	-	-	-	-	MED	-	-	-	08/09/2021	06/07/2022	E1	08/09/2021	09/28/2021
[REDACTED]	[REDACTED]	[REDACTED]	06	E	-	-	DOM	-	-	-	-	-	-	08/09/2021	06/07/2022	E1	08/09/2021	10/15/2021
[REDACTED]	[REDACTED]	[REDACTED]	08	E	-	-	-	-	-	SUS	SUS	SUS	UNV	08/09/2021	11/04/2021	E1	08/09/2021	08/27/2021
[REDACTED]	[REDACTED]	[REDACTED]	08	E	-	-	-	-	-	-	-	MED	-	08/09/2021	02/08/2022	E1	08/09/2021	10/15/2021
[REDACTED]	[REDACTED]	[REDACTED]	08	N/E	E	-	-	MED	-	UNV	-	-	-	08/10/2021	05/23/2022	E1	08/10/2021	12/16/2021
[REDACTED]	[REDACTED]	[REDACTED]	07	N/E	E	-	-	-	-	-	-	UNV	-	08/10/2021	06/07/2022	E1	08/10/2021	12/16/2021
[REDACTED]	[REDACTED]	[REDACTED]	08	N/E	E	-	-	MDP	-	DOM	MED	-	-	08/09/2021	06/07/2022	E1	08/10/2021	10/15/2021
[REDACTED]	[REDACTED]	[REDACTED]	07	E	-	-	-	-	-	MED	-	-	-	08/09/2021	03/03/2022	E1	08/09/2021	10/15/2021
[REDACTED]	[REDACTED]	[REDACTED]	07	E/W	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	08/09/2021	06/07/2022	E1	08/09/2021	08/09/2021
[REDACTED]	[REDACTED]	[REDACTED]	08	E	TRU	MED	MED	MED	UNV	T	-	UNV	UNV	08/09/2021	06/07/2022	E1	08/09/2021	10/15/2021
[REDACTED]	[REDACTED]	[REDACTED]	08	E	-	-	-	-	-	-	-	-	-	08/09/2021	06/07/2022	E1	08/09/2021	10/15/2021
[REDACTED]	[REDACTED]	[REDACTED]	06	E	W	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	08/09/2021	06/07/2022	E1	08/09/2021	08/10/2021
[REDACTED]	[REDACTED]	[REDACTED]	06	E	-	-	-	W	N/E	N/E	N/E	N/E	N/E	08/09/2021	01/14/2022	E1	08/09/2021	08/13/2021
[REDACTED]	[REDACTED]	[REDACTED]	06	E	-	-	-	-	-	-	-	-	-	08/09/2021	06/07/2022	E1	08/09/2021	10/15/2021
[REDACTED]	[REDACTED]	[REDACTED]	06	N/E	N/E	N/E	N/E	N/E	E	-	-	-	-	08/09/2021	11/15/2021	E1	08/16/2021	11/15/2021
[REDACTED]	[REDACTED]	[REDACTED]	06	E	-	-	-	W	N/E	N/E	N/E	N/E	N/E	08/09/2021	06/07/2022	E1	08/09/2021	08/13/2021

E = First date student was physically present, R = Re-enrolled, NE= Not Enrolled, W= The last date the student physically attended.