



***Washoe County School District***

**Every Child, By Name And Face, To Graduation**

**PROCEDURE MANUAL FOR SCHOOL STAFF**

**FOR**

**CLASS RECORD BOOKS**

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## PROCEDURES FOR CLASS RECORD BOOKS

1. The classroom teacher is responsible for maintaining accurate information in the class\_record book.
  - a. The WCSD class record book has two components:
    - i. The first is the official record for enrollment, attendance, and withdrawal,
    - ii. The second is the teacher grade book for assignments and grades;
    - iii. The official record for both components is Infinite Campus;
    - iv. For Online Courses, the official record of day to day assignments is the learning management system used in the online course.
      - a) Weekly attendance and final grades/progress reports must still be entered into IC.
  - b. The principal is responsible for ensuring that each teacher understands the teacher's responsibilities for maintaining accurate, timely, and complete data in the class record book.
  - c. **At the beginning of each school year**, the principal will review the information on this page by using this document or the PowerPoint provided prior Enrollment Counts with the teachers. The principal will document the date this material was reviewed with the teachers and which teachers attended the review.
  - d. **Each teacher will be given a copy of these procedures (Enrollment Counts Teacher Handout).**
  - e. The principal or the principal's designee will check each teacher's grade book, the Classroom Monitor, the Instruction Related Activities Monitor, and the Attendance Summary Report (ASR) all in IC, to ensure that all elements of the class record book are being entered and maintained. The Classroom Monitor must be checked daily all school year.
    - The principal or the principal's designee must document the review of each teacher's class record book.
    - PLEASE NOTE: Attendance taking must be monitored daily for the entire school year.
2. The principal is responsible for ensuring that attendance procedures are followed by whomever has been designated responsible for attendance.

3. The ASRs must be maintained on SharePoint with the signed teacher verification logs for 2 school years beginning with the school year 2017-2018.
4. When a student enrolls or re-enrolls, an “E” or an “R” must be present on the date the student first attended the course on the ASR. If the E or R does not appear, the reason must be investigated and a correction made and the ASR re-run and saved into SharePoint.
5. When a student withdraws a “W” must be present on the date the student withdrew on the ASR. If the W does not appear, the reason must be investigated and a correction made and the ASR re-run and saved into SharePoint.
6. When the attendance changes are made in IC because a parent excuses a student, a student is on a field trip, a tardy changes to an EMI, teachers make changes, etc. a new ASR **does not** need to be archived in SharePoint. If teachers print and mark the copy of the ASR, that copy can be archived in SharePoint.
7. **No White-Out** is to be used on the verification log. Errors should be crossed out using ink.
8. It is imperative that attendance and grade records contain accurate dates. Often it is the grade section of the teacher’s class record book that auditors will check to verify that a student attended school if the auditors question the attendance record. For example, if the auditors question whether or not a student attended school on a specific date, they will call for a printout of the teacher’s grade book to determine if there is a grade in the book for the student on the date in question.
9. The class record book is a legal document in the sense that auditors refer to the information in the class record books to verify district records. In addition, a printout of a teacher’s class record book could be subpoenaed as a document to verify a student’s grades or attendance.
10. **Attendance is maintained on the computer.** To confirm the accuracy of IC attendance, the teacher must verify the ASRs in SharePoint and sign and date the verification log every time the ASR is archived in SharePoint for the entire school year. The first two weeks of ASRs must be run and saved into SharePoint the Monday of the third week of school after the no-shows have been completed.
  - a. The classroom teacher must confirm the accuracy of the attendance information at the end of each week by viewing the ASRs in SharePoint and signing and dating the verification log verifying if the student was present or absent.

- b. The attendance record section of each teacher's class record book, **must** contain an "**E**" on the date the student is physically present at the school, an "**R**" for re-enrollment, and a "**W**" when the student withdraws from the class. The "**W**" indicates that the student withdrew from class because of a class change or the student withdrew from school. The "**E**", "**R**", and "**W**" are automatically designated by IC. If when the teacher verifies the ASR notices that the "**E**", "**W**", or "**R**" is not present for each student, this must be reported to the office so that the office can investigate, fix the problem, and re-run the ASRs. The office must also be notified if the teacher has any concerns with the attendance record.
- c. Effective date of enrollment is the first day the student is physically present. Students who miss 50% or more of any days prior to attending one full day are considered part time and their enrollment must be adjusted. Kindergarten and PK does not apply. Please contact your Student Accounting Troubleshooter in each case where this occurs.
- d. For all students the "**E**" will be on the first day of school as designated by IC. Students who start school after the first day of school must have a schedule start date that matches the enrollment date denoting when the student was first physically present at the school. The school enrollment date must be changed to match the day the student was first physically present for that school year.
- e. The teacher **must** ensure that the withdrawal is recorded on the teacher's class record book (ASR) when a student withdraws.
- f. **When a student attends a course (even briefly) the student's record must never be deleted or removed from the class record book.**

**Note:** *It is imperative that any course a student attends and then withdraws from is given an end date in IC and NOT DELETED.*