




**Instructional Management Program &  
Academic Communication Tool**

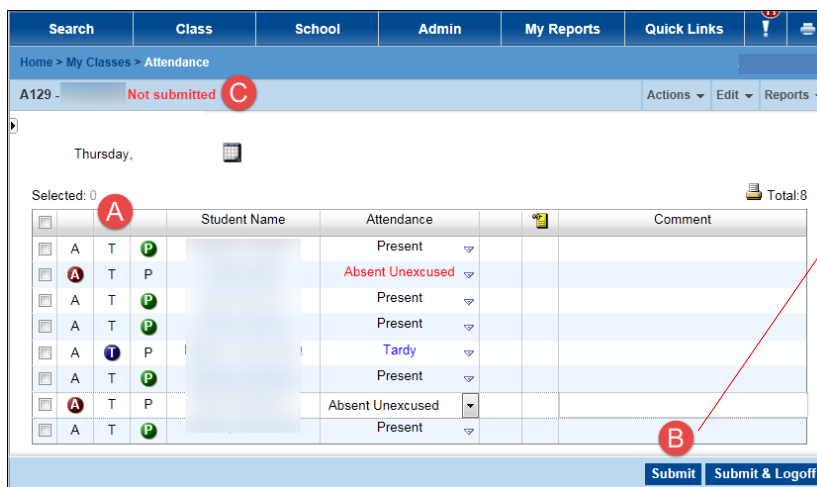
*Summer Unsubmitted Attendance*

<b>Area of Concentration</b>	Summer School
<b>Source System(s)</b>	IMPACT SIM Summer 
<b>Data Discrepancy</b>	Summer Unsubmitted Attendance
<b>Definition</b>	<p>This metric identifies attendance bearing homerooms or classes at the school that have not had student attendance submitted. <b>Note:</b> Students in the following programs are excluded from this metric: EL Summer Support, HS ESL Credit Attainment, HS Original Credit (District-funded), HS Refugee Summer Support, Refugee Summer Support (ES), and School-funded.</p> <p><b>Why is this important?</b> Summer school teachers are required to enter daily attendance in SIM Summer. School administrators should ensure attendance is current and accurate.</p>

**Mitigation/Resolution Process**

The following steps detail how teachers should enter attendance daily:

1. On the Teacher's *My Classes* page, click the *Attendance* icon.
2. On the *Attendance* page, complete the following:
  - A. Use the radio buttons to mark students either "A" (Absent Unexcused) or "T" (Tardy), as needed. Default is Present (P); it is optional to enter comments.
  - B. Click *Submit*.
  - C. After clicking *Submit*, "*Not Submitted*" will change to "*Attendance Submitted*".

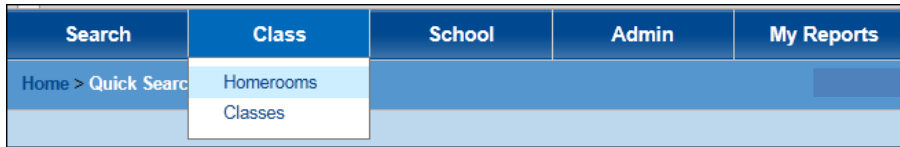


**Note:** After the *Submit* button has been clicked, teachers can no longer edit attendance. Any changes must be completed by staff with the Attendance Coordinator or Principal role.



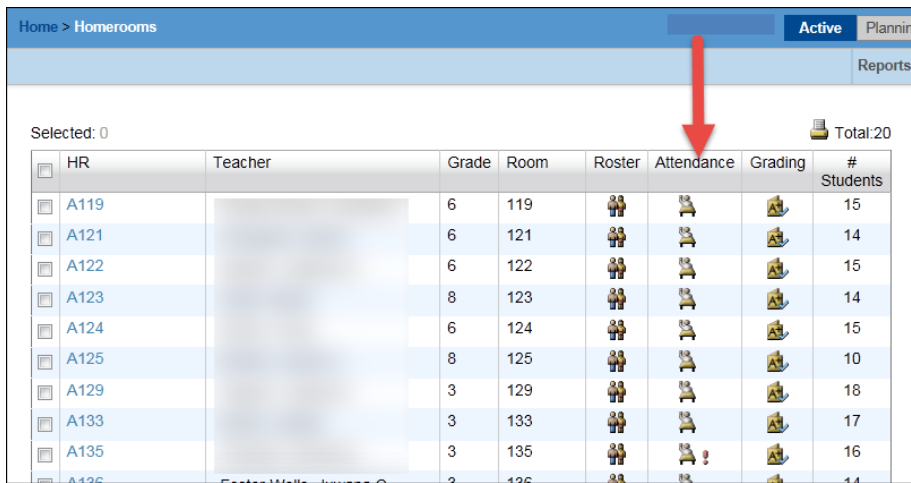
The following steps describe how to record attendance information using the Attendance Coordinator or Principal role:

1. On the *Home Page*, on the horizontal *Menu bar*, under *Admin*, **click** the *Homerooms* link (for elementary schools or the *Classes* link (for high schools).



2. For Elementary Schools, on the *Homerooms* page, **click** the *Attendance* icon [ ] for the homeroom in question.

For High Schools, on the *Classes* page, click the *Attendance* icon for the class in question.



3. On the *Attendance* page, update attendance as needed and click *Save* when completed.

**Note:** if submitting attendance on behalf of the teacher, check the *Submit for teacher* checkbox before clicking *Save*.

