




Instructional Management Program & Academic Communication Tool

Students With Incorrect Number of Attendance Records

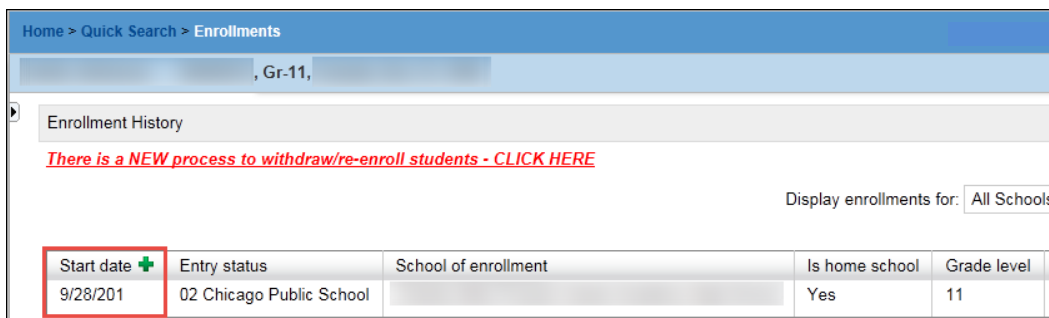
Area of Concentration	Evening School
Source System(s)	IMPACT Evening School 
Data Discrepancy	Students With Incorrect Number of Attendance Records
Definition	<p>This metric identifies students who are enrolled in a high school in Evening School and do not have attendance taken for each day the class is in session.</p> <p>Why is this important? Students must have an attendance record for each day of class in Evening School.</p> <p>Note: for students who transfer from one school to another school, attendance for this metric is cumulative across each school.</p>

Mitigation/Resolution Process

The following steps detail how to ensure a student new to your school has attendance taken for each day of the class in Evening School.

Important: for students who transfer from one school to another school, the student’s enrollment, schedule and attendance are effective as of the first day the student transferred into the school.

1. **For Enrollment:** Using the Status Coordinator or Principal role, students must be enrolled in Evening School prior to or as of the first day for the class in question. For example, if Monday and Wednesday classes begin on September 28, enroll the student on any day prior to or as of that date.



2. **For Scheduled Classes:** Using the Scheduler or Principal role, the start date of the class or homeroom must be effective as of the first day of the class in question. For example, if Monday and Wednesday classes begin on September 28, the effective date should be as of 09/28.
3. **For Attendance:** Using the Attendance Coordinator or Principal role, attendance must be recorded as of the first day of the class in question.