ATTENDANCE - STAKEHOLDERS AND RESPONSIBILITIES

The following table provides an overview of key attendance procedures in IMPACT including: recording and modifying attendance, and generating 5- and 10-day letters. The table includes the responsibilities of each key person and the system required to accomplish the task.

Action →	*Record Attendance*	*Modify Attendance*	*5- and 10-Day Letters*	*Notes for Attendance Clerks*
Teacher	**System**: IMPACT Gradebook Teachers will use Gradebook to electronically submit daily (elementary) or period (secondary) attendance for their students each school day. ***Gradebook allows teachers to record attendance using an online seating chart.***	**System**: IMPACT Gradebook In Gradebook, teachers will be allowed to make attendance edits *only for the current day*. Teachers will have a limited set of codes with which they can make corrections.	**System**: IMPACT Gradebook Teachers' only responsibility with regard to the 5- and 10-day letters is to provide accurate attendance submissions in Gradebook.	**Attendance clerks must use IMPACT SIM for the following tasks:** ✧ Editing attendance ✧ Submitting substitute attendance **Attendance clerks can view a variety of school-level attendance reports in IMPACT Gradebook.** **Attendance Processing**: Gradebook and Verify are synchronized with SIM for attendance. ✧ Daily Attendance taken in Gradebook will be moved to SIM throughout the day. ✧ **IMPACT Verify is the system of record for all student disciplinary data.** In-School and Out-of-School suspensions are entered in Verify by the school disciplinarian. Suspension dates entered in Verify are transferred to SIM nightly and automatically generate a suspension attendance code (Suspension or In-Schl Susp) for the daily attendance for those dates.
Clerks	**System**: IMPACT SIM Attendance clerks will submit substitute teacher attendance using SIM.	**System**: IMPACT SIM Clerks use SIM to correct attendance records that are more than one day old or that require codes not available to teachers. ONLY attendance clerks have access to all the activity codes.	**System**: IMPACT Verify Coordinators will generate 5- and 10-day letters in Verify. The Truancy Analytics Dashboard provides lists of students that require 5- and 10-day letters.	
Principal	**System**: IMPACT Gradebook Principals will monitor teachers' compliance with attendance reporting policies via reports and e-mail alerts.	**System**: IMPACT SIM Principals will collaborate with attendance clerks to modify attendance records as needed after teacher's initial submission.	**System**: IMPACT Verify Principals will collaborate with attendance clerks to produce and mail these reports regularly.	
Parents	**System**: IMPACT Parent Portal Parents can monitor attendance online via the Parent Portal. Parents can also establish automated alerts to monitor daily attendance sent to their phone or email. Parents should contact the school regarding any attendance discrepancies identified via the Parent Portal.		**System**: U.S. Mail Parents are the primary audience for the 5- and 10-day letters. Parents should notify the local school of any address changes to ensure receipt of 5 to 10-day letters.	