



BEAUMONT ISD CAMPUS PEIMS DATA CLERK OFFICIAL ATTENDANCE DAILY WORK FOLDER CHECKLIST

All Student Attendance Reports and Documentation should be organized in the daily work folder with this form placed on top in the order outlined below. Be sure to complete all fields and sign and date the form on a daily basis.

Campus Name:					
Six Weeks Cycle:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th	<input type="checkbox"/> 5 th <input type="checkbox"/> 6 th
Today's Date:			School Day #:		
Today's Official Attendance Time:	_____ : _____ AM	<input type="checkbox"/> Regular Time	<input type="checkbox"/> Apprv'd Alternate Time		

Item	Description	Place a check (✓) when item is verified, signed, dated & filed in the daily work folder.	
1.	Student Enrollment Report		
2.	Campus Percentage of Attendance Report		
3.	Daily Attendance Report		
4.	Attendance Not Taken Report(s) – be sure to retain all copies		
5.	Attendance Verification/Change Documents <input type="checkbox"/> Paper attendance rosters <input type="checkbox"/> Attendance correction forms (printed emails) <input type="checkbox"/> Juvenile Detention List (if applicable) <input type="checkbox"/> Homebound Reports/Logs <input type="checkbox"/> <i>check if filed in individual student folder</i> <input type="checkbox"/> ISS Attendance Lists/Discipline Referral Forms <input type="checkbox"/> Class Admit Slips, Check-In/Check-Out Sheets, Raptor Logs, Nurse's Logs, Principal's Logs, etc.,		
	<input type="checkbox"/> Discipline vs. Attendance Report <i>(cumulative from 1st day of school thru today's date)</i>		
6.	Field Trip Forms/Co & Extracurricular Activity Forms		
7.	Alternate Attendance Time Forms <i>(for any approved changes to the official attendance period)</i>		
8.	Student Excuse Notes for today's absences		
	<input type="checkbox"/> ...are filed in this daily work folder <input type="checkbox"/> ...are filed in individual student folder		
9.	Friday folder includes, all of the above and cumulative: <input type="checkbox"/> Weekly Student Enrollment Report <input type="checkbox"/> Weekly Campus Percentage of Attendance Report <input type="checkbox"/> Campus Cumulative Percentage of Attendance Report <i>(from first day of school to last day (Friday) of current week)</i> <input type="checkbox"/> Weekly Daily Attendance Report <input type="checkbox"/> Copy of Attendance Grid Sheet <input type="checkbox"/> Discipline vs. Attendance Report <i>(1st day of school thru current Friday)</i>		
	10.		Other attendance documentation as may be applicable <i>(telephone logs, truancy docs,...)</i>

Signature of Campus PEIMS Data Clerk/Date

Signature of Campus PEIMS Data Clerk/Date

Signature of Campus PEIMS Data Clerk/Date

RETAIN IN FOLDER FOR AUDIT PURPOSES