

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

**PRINCIPAL'S MONTHLY ATTENDANCE
VERIFICATION INSTRUCTIONS**

Steps:

1. Attendance is due into the District Office no later than the fifth (5th) working day of the beginning of each month.
2. Principals should verify the totals for each grade level and the school for total attendance, absence, non-enrollment days and number of students.
 - A. To verify attendance per grade level the principal must read the male/female totals at the bottom of each Attendance by Class grade level attendance report, comparing those totals on the Excel individual grade report sheet. If there is a half time program (Kdg. or Pre-K) the principal will need to double the totals at the bottom of the Attendance by Class report to compare with the total on the Excel individual grade sheet.
 - B. Schools having a half day program (Kdg. or Pre-K) are calculated at .5 for an attendance day, all reports are done in 1 full day. To verify totals the principal must add in the totals to balance.
3. Monthly attendance should be sent to the District Office complete and signed in the order listed below:
 - A. Signed Excel all School sheet
 - B. Excel Grade Level sheets starting with the lowest grade – staple with signature sheet on the top.
 - C. Attendance by Class Report – separated and in order – lowest grade on the top and Final school total sheet on bottom – staple.
 - D. Stapled Tardy Report – Lowest class on top.
 - E. Early dismissal Sign in/Sign Out sheets for the attendance range – staple.
 - F. Student New/Moved Report (must match with Transfer In/Out book.
4. The principal is responsible for the accuracy and punctuality of these reports.

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