

LOS ANGELES UNIFIED SCHOOL DISTRICT
NOBLE AVENUE ELEMENTARY SCHOOL

**Attendance Procedures
2009 – 2010**

General

- It is the teacher's responsibility to report attendance daily. All classroom teachers must log on to LAUSDMAX daily by **8:30 AM** to take attendance. (A link can be found at the very top of the NobleK5.com website.)
- In case you cannot log on for any reason, call the Main Office and request a paper roster, which will be provided in your Attendance Folder.
- Tardy arrivals – The office will provide a slip indicating the time arrived and who should enter the tardy into LAUSDMAX. (If the student arrives before 8:30, teacher should mark the tardy.)
- Substitutes will either be given a special password to log on to LAUSDMAX for that day only or will take attendance on a paper roster.
- If you do not take attendance by 8:30, your Office Technician (Johnston for Tracks A/C, Claudia for Tracks B/D) will call you to find out who is absent and who is returning from absence. **Please avoid these interruptions to your instruction and make sure you press "submit" on LAUSDMAX by 8:30 AM daily.**
- Teachers must keep all absence and tardy excuse notes in a large manila envelope and turn them in at the end of the school year to the Main Office.
- PSA Counselor Liat Broome will inform teachers which students are in the ACT Program. For those students only, absences are NOT excused unless there is a note from a doctor.
- Always encourage students to be in school every day and on time. If a student is absent three days in a row, however, please make every effort to contact parent. If you have any further concerns, leave a note in Ms. Broome's box.

For the First Two Weeks of School

- Attendance must be taken online AND on the paper roster located in the Attendance Folder. If you are having problems with LAUSDMAX, just take attendance on the roster and call Johnston (Tracks A/C) or Claudia (Tracks B/D) to let them know. They will enter attendance into LAUSDMAX.
- On the first day: Only accept those students whose names appear on your roster OR who come to class with a pink admission slip. (Manually add names to your printed roster.) All other students must be referred to the Main Office.
- After the first day: If the student was not here on the first day (even if his/her name appears on your roster), you MUST send them to the Main Office so they can be re-entered into the ISIS system. Only accept new students who come with a pink admission slip.
- Each day on your whiteboard, please write the number of students who are **enrolled** in your class. (Count all students who have shown up, even if they are absent on that day.)

Terminology

LAUSDMAX	max.lausd.net	The site you log on to in order to take attendance.
ISIS	isis.lausd.net	The I ntegrated S tudent I nformation S ystem is responsible for managing LAUSDMAX, as well as keeping employees informed about system updates.
ACT		A bolish C hronic T ruancy is a program sponsored by the L.A. County District Attorney with the aim of intervening to prevent future student truancy issues.

If you have any questions or require technical assistance, your ISIS Support Team Members are Manuel Ceja, Claudia Morales, and Josue Gonzalez.