

Secondary Attendance Audit Report Information

The teacher's attendance record is the official record.

Teacher and Office attendance should agree by attendance codes.

- **OK:** Teacher and Office have both given a Tardy code, regardless of type of Tardy.
- **OK:** Teacher and Office have both given an Absence code, regardless of type of absence.
- **OK:** Teacher has given an absence code and Office has given an SR or IS code. These two codes mean the student is present somewhere else in the building but may not be present in the teacher's classroom during that hour.
- **OK:** Teacher marked Tardy or Absent and Office has marked Present (Office side defaults to P even when no attendance is recorded by the Office.)
- **RESOLVE:** Teacher has given a Tardy code, but the Office has given an Absence code (or vice versa).
- **RESOLVE:** Teacher has marked Present code and Office has marked Tardy or Absence Code.

Present Codes	SR, IS
Tardy Codes	T, TE, TU
Absence Codes	All other codes



Teachers must sign and date each weekly audit report for the six week audit period and return to the office.