

Procedures for recording students' attendance:

- **Attendance tracking system:** Use an electronic system or paper-based attendance sheets to track student attendance. Include the following information: date, class name or level, teacher name, and student name.
- **Attendance policy:** Establish an attendance policy that outlines the expectations for attendance and consequences for absences. Communicate the policy clearly to all students and teachers.
- **Roll call:** Teachers should take roll call at the beginning of each class and mark students as present, absent, or tardy.
- **Tardy policy:** Define a tardy policy to ensure that students who arrive late to class are accounted for. Consider assigning tardy students to additional work or having them make up missed class time.
- **Communication with students:** Keep students informed of their attendance records by providing regular updates on their attendance status.
- **Communication with parents:** If the student is a minor, communicate attendance information to the parents or guardians regularly.
- **Monitoring attendance:** Monitor attendance regularly and identify patterns of absences or tardiness. Follow up with students who miss multiple classes to determine if they need additional support or intervention.
- **Record keeping:** Keep accurate and up-to-date records of student attendance, including absences, tardies, and early departures.
- **Reporting:** Generate reports on attendance data and share with school administration, teachers, and parents as needed.
- **Continuous improvement:** Use attendance data to identify areas for improvement and develop strategies to improve student attendance and engagement.

Note: It is important to comply with any relevant legal and regulatory requirements when recording and reporting student attendance.