STANDARD OPERATING PROCEDURE

Student Attendance SOP

Document no.	SOP-EDU-001
Revision	1.0
Owner	Assistant Principal
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To make sure every student's attendance is recorded accurately each day, unexplained absences are followed up promptly, and records stay reliable for reporting and student welfare.

2. Scope

Applies to daily attendance taking, absence follow-up and record correction for all enrolled students. Field trip headcounts and dismissal procedures are covered by separate SOPs.

Definitions

SIS	Student information system, the software used to record attendance, contact details and enrollment data.
Unexplained absence	An absence for which no excuse note, call or message from a guardian has been received.
Chronic absenteeism	A pattern of frequent absence, excused or unexcused, tracked over a term or school year.

3. Responsibilities

Teacher	Takes attendance every class period in the SIS and reports discrepancies to the front office the same day.
Front Office Administrator	Reconciles daily attendance, contacts guardians of unexplained absences, and logs excuse notes.
Assistant Principal	Reviews chronic absenteeism reports, approves record corrections, and meets with families on attendance concerns.
School Nurse	Confirms illness-related absences against health office visit records.

RACI matrix

Activity	Teacher	Front Office Administrator	Assistant Principal	School Nurse
Take daily attendance in the SIS	R/A	I	I	-
Contact guardians of unexplained absences	I	R/A	I	-
Verify illness-related absences	I	C	I	R/A

Activity	Teacher	Front Office Administrator	Assistant Principal	School Nurse
Review chronic absenteeism reports	I	C	R/A	-
Correct attendance record errors	R	A	I	-

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Student information system (SIS)
- Daily absence report
- Excuse note log
- Attendance code reference list
- Guardian contact log
- Chronic absenteeism report template

5. Procedure

Step	Task	Owner	Done
5.1	**Take attendance each period** At the start of every class period, mark each student present, absent or tardy in the SIS before moving on to the lesson. **Checkpoint:** Attendance for the period is submitted within the first 10 minutes of class.	Teacher	☐
5.2	**Flag late arrivals and early departures** Record the exact time for any student arriving late or leaving early, and note the reason given if one is provided.	Teacher	☐
5.3	**Submit attendance by the daily deadline** Confirm all periods for the day are entered in the SIS before the front office deadline so the daily absence report is complete.	Teacher	☐
5.4	**Pull the daily absence report** Generate the daily absence report from the SIS and separate students with a call-in excuse from those with no explanation on file.	Front Office Administrator	☐
5.5	**Cross-check health office visits** Compare the absence list against the school nurse's visit log to confirm any illness-related absences that started with a health office visit. **Checkpoint:** Illness-related absences match a health office record before being marked excused.	Front Office Administrator	☐
5.6	**Contact guardians of unexplained absences** Call, text or message through the SIS app the guardians of any student with an unexplained absence, following the school's contact policy.	Front Office Administrator	☐
5.7	**Log excuse notes and reasons** Record the reason code, date and any written excuse note for each absence, and file the physical note if one was submitted.	Front Office Administrator	☐
5.8	**Update excused and unexcused codes** Set the final attendance code for each absence in the SIS based on the excuse note, guardian contact or district attendance policy.	Front Office Administrator	☐

Step	Task	Owner	Done
5.9	**Escalate unresponsive contact attempts** If guardians cannot be reached after the school's required number of attempts, notify the assistant principal so a welfare check can be considered under facility policy and local regulations. **Warning:** Treat repeated unexplained absence with no guardian response as a student welfare concern and follow facility policy without delay.	Front Office Administrator	☐
5.10	**Review chronic absenteeism weekly** Review the chronic absenteeism report each week to identify students with a rising pattern of absence, excused or unexcused. **Checkpoint:** Every student flagged for chronic absenteeism has a documented follow-up plan.	Assistant Principal	☐
5.11	**Meet with families on attendance** Schedule a meeting with the guardians of a chronically absent student to discuss barriers to attendance and agree on next steps.	Assistant Principal	☐
5.12	**Correct attendance record errors** Review any teacher-reported attendance error, confirm the correct status with the teacher, and approve the front office administrator's correction in the SIS.	Assistant Principal	☐
5.13	**Archive term attendance records** At the end of each term, export and archive the attendance records according to the district's retention schedule.	Front Office Administrator	☐

6. Quality checks

- Every class period has attendance submitted in the SIS by the end of the day.
- Unexplained absences receive a guardian contact attempt the same school day.
- Illness-related absence codes match a health office visit record.
- Chronic absenteeism report is reviewed weekly with documented follow-up.

7. Records

- Daily absence report
- Guardian contact log
- Excuse notes on file
- Chronic absenteeism follow-up notes

8. KPIs

- Daily attendance rate
- Percentage of unexplained absences contacted within one school day
- Chronic absenteeism rate
- Average time to correct a reported attendance error

9. Common mistakes

- Waiting until the end of the day to take attendance instead of at the start of the period.
- Marking an absence excused without a note or guardian confirmation on file.
- Not cross-checking health office visits before coding an absence.
- Letting a chronic absenteeism pattern go unreviewed for several weeks.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Alexa Uskova

Approval

Prepared by	Approved by	Date

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