

Attendance Procedures

Attendance procedures:

Total time = 2 minutes

- Be on time
- Get the clipboard from the teacher
- Use good vocal skills to get the students lined up in alphabetical order
- Walk down the line identifying each student by name
- Mark a student not present with a diagonal one on the attendance sheet for that day
- If the student arrives late, place a “T” on the sheet for that day
- Mark a student no properly dressed on the attendance sheet with a “ND”
- Mark a student with partial uniform P/U -1 to -3 (no shoes)