

**Trenton Public Schools
Office of School Support
Attendance Procedures**

In order to ensure accurate school attendance is captured on a daily basis, the following procedures will be implemented for the upcoming school year. These procedures incorporate a “team” approach with responsibilities being divided among several parties throughout the district.

1. Daily attendance will be entered into PowerSchool within the initial fifteen (15) minutes of Homeroom (Elementary), 1st Block (Middle and High School).
2. The same process should be followed for 2nd Block at the High Schools but within the initial five (5) minutes of the Block.
3. Any student arriving after the attendance has been taken but prior to 9:15am (Elementary), 9:00am (Middle) and, 8:30am (High School) shall be entered as Late/Tardy.
4. Any student arriving after the designated times should report to the individual responsible for late arriving students and appropriately entered into PowerSchool.
5. At 9:15am (Elementary and Middle Schools), PowerSchool should trigger SchoolMessenger to phone the parents of students coded as 1, Unexcused Absence.
6. Individual Schools and Office of School Support shall run Attendance Reports indicating which students are absent at the Elementary and Middle Schools.
7. At 9:45am, PowerSchool should trigger SchoolMessenger to repeat the same process at the high school level.
8. High Schools and Office of School Support shall run Attendance Reports indicating which students are absent at the high schools.
9. SchoolMessenger has the capability of generating a report indicating successful and non-successful “contacts”.
10. Attendance Officers will arrive at their respective schools no later than 9:30am to receive a list of students requiring a home visit.