

A DAILY RHYTHM • THOUGHTFUL FOLLOW-UP

Make attendance part of the student's story

A steady daily rhythm that serves conversations and reports.

The morning register should still be useful in the afternoon, and at the end of the term. Defero keeps school attendance with the student's record, so staff can look back over absences and late arrivals, follow up with families and bring the record into reports.

A steady daily rhythm

Administrators take school attendance for a chosen day, using the attendance types the school has set up.

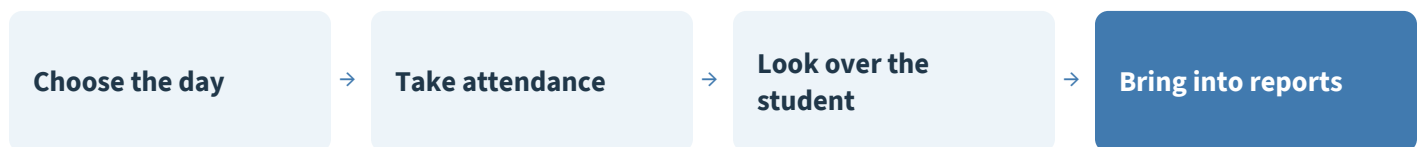
Context for a conversation

Look over a student's totals and dated entries. Where an attendance type allows a note, a few words of context help later.

A place in the report

School attendance flows into the student report for the evaluation period. A separate attendance report covers any date range you choose.

How it connects



FICTIONAL EXAMPLE

A correction that stays with the record

In a fictional morning register, a child is marked absent. She arrives later in the morning, and the administrator changes the entry to the school's late type. Anyone who looks back later sees the dated record, rather than a handwritten correction or a note passed along the hallway.

Agree who takes school attendance each day and when the morning's corrections are looked over.

HOW IT WORKS, STEP BY STEP

From the morning register to review

School attendance is taken by administrators. Follow the school's agreed practice for dates, attendance types and notes.

- 1 Choose the day**

Open Students and check the attendance date. Make sure you have the right students and the right day before entering or correcting anything.
- 2 Take attendance**

Select Take attendance. Mark the attendance type for each exception to the day's default, and add a note where the type allows one. Look over any save error before moving on, then select Finish attendance.
- 3 Look back over a student**

Open the student's Attendance section. The school year's totals and Show all attendance bring up the dated entries and notes. Let the record be the starting point for a conversation with the family or a correction.
- 4 Bring the record into reporting**

Run the attendance report for the date range and groups you need. When evaluation reports are prepared, look at the school attendance shown for that period alongside the rest of the student's report.

Why the rhythm matters

School attendance shows a default status wherever no exception has been recorded. On its own, that does not show that anyone took the register. Agree who completes the daily check and how the office confirms it, and turn to the dated entries and your school's own practice when a concern arises.

PUTTING IT INTO PRACTICE

School attendance and class attendance

Defero also offers an optional class register. Choose the record that answers the question you are actually asking.

School attendance: the school-day record

Administrators take it from Students. It appears in the student's Attendance section and flows into the standard student report. Linked guardians can see their child's school attendance where the school makes that section available.

Class attendance: the class register

An administrator or the class's teacher can add a register to a current-year class with Add attendance. Choose a date, use Take attendance, then Finish attendance. The class register is kept separately and does not replace the school-day record.

Use both with a clear purpose

Fictional example: the office records that a child was at school today, while the handwork teacher records who came to her lesson. These answer different questions. The class register does not feed the school-attendance totals in the standard student report.

Settle a dependable rhythm

- ☐ Name the administrator who takes school attendance each day.
- ☐ Agree how absence, lateness and corrections are recorded.
- ☐ Add a class register only where it serves a clear need.
- ☐ Look over the period's attendance before reports go home.

Take it steadily. Use it thoughtfully.

Next: Evaluations shows how school attendance and the teachers' writing come together in the student report.