

# Attendance Guidelines 2016-2017

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As a school, we are responsible for knowing where each student is during the school day and for keeping accurate records. We especially need to know if a student is not in your class when she is expected to be.

- Teachers are responsible for taking accurate attendance in MMS for each class, every day. If your class is all present, make sure you check the **All Present** button. If a student is already marked absent for the day (*Abs*), but all other attendance is accurate, click the **Attendance Confirmed** button.
- Review the various attendance codes in MMS. Please use the appropriate attendance code.
- Attendance for all classes should be recorded in MMS at the beginning of the period. In creating the *Daily Attendance Bulletin*, attendance reports are reviewed during 1<sup>st</sup> period, 2<sup>nd</sup> period, and homeroom, to see if any students are being newly reported as absent. Timely creation of this bulletin is dependent on each teacher taking accurate attendance in MMS at the beginning of 1<sup>st</sup> period, 2<sup>nd</sup> period, and homeroom.
- If you are a homeroom moderator, it is expected that you record accurate attendance in MMS each day, at the beginning of homeroom.
- If you discover the reason for lateness or absence after taking attendance, you have the ability to log back into MMS and update the attendance code for that student. If students are taking the Prep Bus please allow extra time for them to get to class. However, if they are not in class by 8:45am, please mark them as absent.
- If you mark a student absent by mistake, log back into MMS and correct it. In that case, it is helpful to email Bernadette Fahy ([bfahy@merion-mercy.com](mailto:bfahy@merion-mercy.com)) to inform her of the change, so that she knows that she does not need to follow up on the student's whereabouts.
- Ideally, attendance is recorded in MMS at the beginning of each period. If a student is absent from class between 3<sup>rd</sup> and 8<sup>th</sup> periods, please record the attendance in MMS at the beginning of the period; notify [attendance@merion-mercy.com](mailto:attendance@merion-mercy.com) if a student is missing from that class and is not on the *Daily Attendance Bulletin*. All attendance for periods 1 through 8 should be completed by 3:15pm each day.
- If you are a substitute for a class, take attendance using the blue classroom binder and send a slip of paper to the Attendance Office or email [attendance@merion-mercy.com](mailto:attendance@merion-mercy.com). Classroom teachers, please make sure the blue binder can be found easily.