

Standard Operating Procedure (SOP)

Student Daily Attendance Recording Procedure

Purpose:

This SOP details the **student daily attendance recording procedure**, including accurate attendance taking, timely recording, handling absences and tardiness, data verification, and reporting. The aim is to maintain reliable attendance records for monitoring student presence, ensuring compliance with institutional policies, and supporting effective communication with parents and administration.

Scope:

Applies to all teaching staff and administrative personnel responsible for student attendance in all classes and sections.

Responsibilities:

- **Teachers:** Take and record attendance daily, report absences/tardiness as per policy.
- **Administration:** Monitor attendance records, follow up on absences, generate attendance reports.

Procedure

1. **Attendance Taking**
 - Take attendance at the designated time at the start of each school day or class period.
 - Use the official attendance sheet (manual or electronic) provided by administration.
2. **Recording Attendance**
 - Mark students as Present (P), Absent (A), or Tardy (T) accordingly.
 - Record attendance immediately to ensure accuracy.
3. **Handling Absences and Tardiness**
 - For absent or late students, note the reason if provided (e.g., medical, personal, excused, unexcused).
 - Inform administration of any unexplained or frequent absences as per policy.
4. **Data Verification**
 - Review attendance entries at the end of the day for accuracy.
 - Correct any errors and confirm the status of students with unexplained absence/tardiness.
5. **Attendance Submission & Reporting**
 - Submit completed attendance records to administration by the required deadline (e.g., end of the day).
 - Use standardized forms or electronic systems as directed by the administration.
6. **Communication**
 - Notify parents/guardians promptly regarding student absences/tardiness, following institution guidelines.
 - Support follow-up actions for habitual absences or lateness.

Documentation

Document	Responsible	Retention Period
Daily Attendance Sheets (manual/electronic)	Teachers	As per institutional policy
Attendance Summary Reports	Administration	As per institutional policy
Absence/Tardiness Notification Logs	Teachers/Administration	As per institutional policy

Compliance

- Adhering to this procedure ensures compliance with institutional attendance requirements and legal obligations.
- Non-compliance may result in disciplinary action or loss of attendance-related privileges for students and staff.

Review and Update

This SOP is reviewed annually or as required by changes in institutional or legal requirements.