

SOP: Daily Student Attendance Recording Procedures

This SOP details the **daily student attendance recording procedures**, covering the systematic process for accurately recording student presence, using standardized attendance sheets or digital systems, verifying attendance data, handling absent or late students, and securely maintaining attendance records. The objective is to ensure reliable attendance tracking to support student accountability, facilitate communication with parents and staff, and comply with institutional policies and regulatory requirements.

1. Purpose

To establish clear, consistent procedures for recording daily student attendance that ensures data accuracy, supports effective communication, and fulfills institutional and regulatory obligations.

2. Scope

This SOP applies to all teaching staff and administrative personnel responsible for student attendance tracking at [Institution Name].

3. Responsibilities

- **Teachers:** Record attendance daily at the beginning of each class/session.
- **Administrative Staff:** Collect, compile, and verify attendance records.
- **Attendance Officer/Coordinator:** Ensure compliance, update systems, and report discrepancies.

4. Procedure

1. **Preparation**
 - Obtain the latest list of enrolled students for each class/section.
 - Ensure availability of standardized attendance sheet or ensure access to the digital attendance system.
2. **Recording Attendance**
 - At the beginning of each class/session, call out each student's name.
 - Mark each student as **Present (P)**, **Absent (A)**, or **Late (L)** accordingly.
 - For online or digital systems, use the designated interface to record attendance.
3. **Verification**
 - Review attendance after completion to ensure accuracy.
 - Double-check entries, particularly for absent or late students.
4. **Handling Absences or Late Arrivals**
 - Document the reason for absence or lateness, if provided.
 - Submit absence notifications to the office or update the digital system as required.
5. **Submission and Data Entry**
 - Submit completed attendance sheets to the office or update the digital platform before the end of the school day.
 - Data entry staff should verify and enter any manual attendance into the central record system.
6. **Record Maintenance**
 - Store physical records securely in a designated file for the required retention period.
 - Ensure digital attendance records are backed up and access is restricted to authorized personnel only.

5. Documentation Examples

Date	Student Name	P/A/L	Reason (if Absent/Late)
2024-06-17	Jane Doe	P	
2024-06-17	John Smith	A	Notified sick by parent
2024-06-17	Alex Lee	L	Late bus

6. Confidentiality & Record Security

- All attendance records are confidential and must be protected from unauthorized access.
- Digital records must be stored in a password-protected system. Physical files should be stored in locked cabinets.

7. Compliance

- Ensure all procedures align with [Institution Name] policies, data protection regulations, and education authority requirements.

8. Review & Updates

- This SOP will be reviewed annually or as required to reflect changes in policy or procedure.