

OWF-002

BEST PRACTICES

OWF-002 — Daily Attendance Completion and Verification

Trigger: The instructional day is underway or has ended.

Workflow:

1. Identify teachers or sections with unsubmitted attendance.
2. Notify the responsible staff member.
3. Resolve substitutes, teacher absences, and unstaffed sections.
4. Review missing daily or period attendance.
5. Verify check-in and check-out activity.
6. Review attendance codes and instructional-minute implications.
7. Correct exceptions.
8. Rerun the validation.
9. Escalate unresolved records before the local cutoff.
10. Confirm daily completion.

Connected validations:

- ATT-002 Missing Daily Attendance Completion
- ATT-003 Missing Period Attendance
- ATT-004 Attendance Code Audit
- ATT-005 Students Approaching Chronic Absenteeism

Validation Level: ● Foundation

*******Validations are a repeatable process to make data more accurate for reportable purposes*