

BENEFITS TO TAKING ACCURATE JUPITER ATTENDANCE (INCLUDING LATENESS)

Thank you for your continued efforts to enter timely and accurate Jupiter attendance daily. Here are some of the things we are able to do as a result:

#1 - Daily Possible Cut Reports

Each afternoon a report is generated and organized for overall, by counselor, by period, and by teacher of possible cuts. These are students who were marked present in at least two periods of the day but marked absent from a later period. These reports allow teachers to discuss with the student the following day and, if necessary, update their Jupiter records. Continue to have these conversations with students so they know the importance of attending every class period every day. This is especially important for students who are missing their last period of the day because they are leaving the building early.

#2 - Weekly Cut Reports

Each Friday, a weekly possible cut report is generated. This list is shared with the counselors and the peace office. The peace office is issuing detentions.

#3 - Weekly Late Reports

Each Friday, a weekly late to class report is generated. This report looks at lateness by period and helps capture (a) students late to school and (b) students who linger in the hallways and are late. **Please continue to mark students late if they enter your class after the music has stopped playing.** Your accurate records here help us follow up with the students who are negatively impacting hallway tone. This list will also be used to conduct follow-up conversations and possible detentions for students.

#4 - Weekly Perfect Attendance

Each Friday, a weekly perfect attendance list will be generated and students rewarded with Fashion Dollars. This list is based on being marked present (zero absences and zero lates) in all of their classes for the week.

Additionally the Attendance team is using CAASS exit swipe information to communicate with families when students are leaving the building early.