

IN HOUSE AUDIT

Attendance Audit Check List

SCHOOL NAME: _____

ATTENDANCE MONTH: _____

NAME OF BACK UP ATTENDANCE CLERK: _____

DATE COMPLETED: _____

- 1.) Audit absence verification paper-trail. Randomly choose 4-6 students marked absent (monthly reports/manual rosters) during the attendance month and locate the paper-trail (phone log/note), verifying the absence. Confirm that the absence verification has been properly updated in AERIES. _____

1	Student Name	ID #	Grade	Date(s) of Absence	Reason for Absence	Type of Verification
2						
3						
4						
5						
6						

- 2.) Check to verify teachers are signing and dating rosters in a timely manner. (Applicable for teacher not using ABI and/or substitutes) _____
- 3.) Verify that attendance is being input into AERIES daily, either via ABI or manually
- a. Missing ABI reports are being run daily. Attendance Clerk has recorded follow-up with teachers who show up on the report. _____
- b. Manual attendance rosters are attached to Missing ABI reports and are coded with either a dot or a check mark in bright colored ink to reflect attendance has been transferred into AERIES data base. _____
- 4.) Manual / Perpetual enrollment count is kept up and totaled on a monthly basis. _____
- 5.) Documentation of Tardies are retained for all grades levels, either by using tardy slips and or a tardy log. _____
- 6.) Students that have been on contractual study have a completed contract on file with samples of completed (signed and dated) work attached. _____

*Once all of the above audit requirements have been verified, please PDF a copy to the Attendance Auditing Department.
Keep original on file with your monthly attendance records!*