Each campus administrator needs to clarify who is responsible for what, when, where, and how. These responsibilities include time frames and proof of completion placed on documents for campus personnel to share. There is greater room for confusion when there are many people involved in attendance. Likewise, more direct responsibility and time frames will significantly increase student attendance. It is also essential to make clear individual responsibilities so that there are no unrealistic expectations regarding responsibility.

When working with a student's attendance, we know a school campus can lose track of students during the return from summer vacation, spring break, Christmas break. In addition, students withdraw and say they are transferring to another school but never enroll others are placed in an alternative setting and never show up, and students who decide that school is not for them will just drop out.

➢ Who should be responsible for tracking these students?
➢ Who should be responsible for providing the proper referral to the person who will follow the students?
➢ Is there an attendance list for campus staff to review concerning these students?

One of the first things that administrators should do is have posted written attendance policy document. This document should include state law and board policy and any details concerning the campus-related policy that each staff member, parent, guardian, and even regular substitute has. Thus, it will be clear who, what, when, and where regarding attendance policy.

1. Why is It important for school to have attendance policy document?

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