ATTENDANCE FILING PROCEDURES

- Whether you are an electronic filer or one who mails in their attendance, if you follow these simple procedures below, attendance filing become less a chore as you follow these steps.

- Use the code box below for determining what kind of days you are logging whether they are:

P=Present, A=Absent, H=Holiday, V=Vacation Day, FT=Field Trip or W=Weekend Days

- Each month total up your present days **(P)** and record the amount under "this month". Take this total and add to previous month's YTD (Year-To-Date) for a new YTD total. Continue keeping this running total until you are notified either by mail or email that it is time to do your logging. (You will be notified every quarter).

- Manual loggers must mail or fax **(559-251-9403)** an updated copy of their white attendance log.

MAKE SURE YOU FILE YOUR ATTENDANCE IN A TIMELY MANNER TO AVOID LATE FEES.

FRESNO SUNNYSIDE CHRISTIAN ACADEMY ATTENDANCE RECORD				SCHOOL YEAR	200_5__ to 200_6__
LAST NAME	Piggywillow	FIRST NAME	Patti		
PHONE NUMBER	455-9938	EMAIL ADDRESS	piggywillowmom@aol.com		
START DATE	8-29-05	APPRX END DATE	6-2-06	GRADE LEVEL	3
MOM'S NAME	Mabel				

MO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	THIS MO	YTD
JUL																																	
AUG																													P	P	P	3	3
SEP	P	P	W	W	H	P	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	P		22	25
OCT	W	W	P	P	P	P																											
NOV																																	
DEC																																	
JAN																																	
FEB																																	
MAR																																	
APR																																	
MAY																																	
JUN																																	

CODES

P =	PRESENT	H=	HOLIDAY
A=	ABSENT	FT=	FIELD TRIP
V=	VACATION	W=	WEEKEND DAYS