Your Letterhead Here

Current Date

To: Susanne Etter, Chief Auditor, Nevada Department of Education

From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The State Public Charter School Authority has requested that we submit a request for approval of the Legend of Symbols that will be used for attendance at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(school name). The intent of this request is to comply with the first required element in NAC387.163.

The response to Item 2 in NAC 387.163 states the internal controls for taking attendance.

Teachers have been trained to take attendance through Infinite Campus each day. Teachers enter A for absent, leave blank for present.

If a student arrives late, the parent must sign the student in and the Administrative Assistant will mark the A to a T to represent tardy. The student is then given an admission slip to report to class.

The Administrative Assistant then verifies with Parents/guardians why each student is absent and enters the appropriate approved code into Infinite Campus (E-Excused, L-Late Excused, D – Truant, etc.)

The following individuals are authorized to make initial attendance entries in the system:

* List teachers
* List teachers
* List teachers
* List teachers

The following individuals are authorized to make initial attendance entries and make changes to entries in the system:

* , Registrar
* , Principal?
* , Administrator?

Please do not hesitate to call with any questions.