

Attendance Meeting

- Principals must give attendance secretary a printout of the Approve Attendance Sheet to attach to sign-in sheet. Sign-in sheets are to be sent to Mrs. Lawton every Monday.
- If an employee did not sign-in, the assumption is the employee is absent.
- Absences must be put in iVisions
- Absences must be put in iVisions at least three days after an employee returns to work
- No substitute report sheet needed if a substitute is not used.