

**MEMORANDUM**

Aug 20, 2009  
MT 012.09  
MT.305 636-6147

TO: All Teachers and Center Directors  
Educational Alternative Outreach Program

FROM: Miguel Torres, Principal  
Educational Alternative Outreach Program

**SUBJECT: DAILY ATTENDANCE PROCEDURES**

In order to comply with the School Board rule 6Gx13-5A-1.041 and the corresponding Florida Statutes regarding school attendance, all Outreach centers will adhere to the following procedures:

- Homeroom teachers should take and input daily homeroom attendance using the electronic gradebook by 10:00 a.m. The ‘Daily Attendance Report’ form attached to this memo below is to be used in the absence of internet connectivity.
- In the event that a teacher is absent the center should request a ‘Substitute Roster’ from Ms. Delores Burse and fax or email the absent teacher’s daily homeroom attendance to her at **(305) 636-6194** before the deadline.
- Centers should use the fax to report the daily homeroom attendance in the event that technical difficulties prevent teachers from using the electronic gradebook.
- Changes such as tardies and/or early dismissals that occur after the attendance is submitted should be reported by fax or email to Ms. Delores Burse using the “Corrections to Daily Attendance Report” form before 2:00 p.m. so that they are reflected in the next days’ bulletin.

Should you require additional information, please contact Ms. Delores Burse at **(305) 636-6154**. Thank you for your cooperation.

MT/mg

Attachment



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
EDUCATIONAL ALTERNATIVE OUTREACH PROGRAM

**CORRECTIONS TO DAILY ATTENDANCE REPORT**

**CENTER:** \_\_\_\_\_ **WEEK OF:** \_\_\_\_\_

ID #	Student Name	Mon	Tue	Wed	Thu	Fri	Sat

- CODES:**
- / : Unexcused Absence
  - X : Excused Absence
  - (/ ) : Unexcused Tardy
  - (X) : Excused Tardy

**Please fax the corrections to Ms. Delores Burse at (305) 636-6194**  
*Cover sheet is not required*