

Training Outline – Attendance Clerks

- Introductions
- Importance of security in Infinite Campus
- “Discussion Points” Power Point
 - Tools
 - Board policies on attendance
 - Attendance types
 - Check in/out
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 - Attendance Tab overview
 - How is daily attendance marked?
 - Teachers take attendance from the classroom
 - Attendance clerk posts attendance for substitute teachers
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 - Print a list of “Unknown” absences to make phone calls
 - The Attendance Clerk “reconciles” Unknown attendance. This makes it official!
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 - Data Entry
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 - Daily
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- Beginning of Year Procedures

Practice Test For Attendance Clerks

Peipei Pang



Practice Test For Attendance Clerks:

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