


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 3.9
	DOCUMENT NAME STUDENTS' ATTENDANCE	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
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1.0 OBJECTIVE

To establish a procedure for the monitoring and recording of attendance of the students.

2.0 SCOPE

This procedure covers all activities relative to the monitoring and recording of attendance of PSHS students.

3.0 POLICIES

3.1 School days are from Mondays to Fridays. Flag ceremony shall be conducted on Mondays, and flag retreat shall be conducted on Friday afternoon.

3.2 The PSHS student is expected to attend class promptly, regularly, and diligently.

3.3 Subject teachers and Homeroom Advisers shall check the attendance of the students every start of classes/ school activities and mark the student as present, absent, tardy, or cutting class.

3.4 A student is considered absent for a whole day if he/she:

3.4.1 misses all classes in a school day; or

3.4.2 is not present in a school-organized activity held in or off campus.

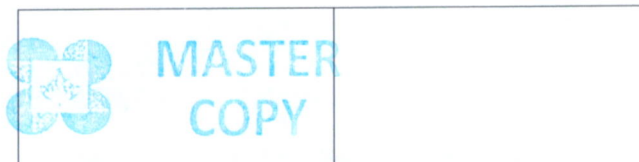
3.5 A student is considered tardy if:


3.5.1 he/she is not in line formation at the start of the Flag Ceremony; or

3.5.2 he/she enters the classroom 10 minutes after the designated start of a class period

3.5.3 he/she is not in the designated venue 10 minutes after the start of any class activity in lieu of a regular class period.

3.6 A student is considered to have cut class/es if, for no valid reason,



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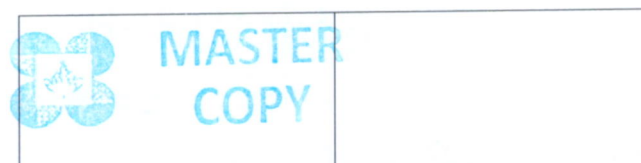
3.6.1 he/she is known to be on campus but is not in the classroom during a class period; or


3.6.2 he/she leaves the class and does not return after 10 minutes.

3.7 In case of tardiness, absences or cutting classes, the student shall be required to secure Class Admission Slip from the Registrar's Office before he/she will be admitted in class.

4.0 PROCEDURES

Responsibility	Activity
Subject Teacher/ Homeroom Adviser	<ol style="list-style-type: none"> 1. Checks the attendance of students at the start of classes and records it in the Daily Attendance Sheet placed inside the classroom. 2. Requires Class Admission Slip from a student who is tardy, has cut class or absent the previous day.
Homeroom Adviser	<ol style="list-style-type: none"> 3. Checks the attendance of students during school activities and records it in the Attendance during Activities Sheet. 4. Collates the record of monthly students' attendance and infractions in the Record on Attendance and Punctuality on the first day of the succeeding month. 5. Submits in two (2) copies the filled out Record on Attendance and Punctuality to the Homeroom Unit Coordinator.



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<u>Responsibility</u>	<u>Activity</u>
Homeroom Unit Coordinator	6. Counterchecks the submitted Record on Attendance and Punctuality.
	7. Files one copy of the report and returns one copy to the Homeroom Adviser.
Homeroom Adviser	8. Uses the data in the Record on Attendance and Punctuality to record the attendance of the student in his/her report card.




5.0 LIST OF FORMS AND REPORTS

5.1 Forms

- 5.1.1 Daily Attendance Sheet
- 5.1.2 Attendance during Activities Sheet
- 5.1.3 Record on Attendance and Punctuality
- 5.1.4 Class Admission Slip

5.2 Reports

- 5.2.1 Record on Attendance and Punctuality

PREPARED BY: 	APPROVED BY: 	 MASTER COPY	
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