

POLICY – Electronic Roll Marking

Rationale:

- Student attendance rolls are required to be marked twice daily. As this has historically been completed by pen and paper and then required tedious and expensive data entry each day by an administration officer, direct electronic roll marking by teachers is a much more efficient and cost-effective initiative.

Aims:

- To streamline and expedite the process of student attendance roll marking.

Implementation:

- Our school will use e-CASES to electronically mark the roll completed by teachers on notebook computers.
- All teachers have access to a Departmental notebook, and are required to use these devices for roll marking each day.
- e-CASES software will be installed on each teacher's notebook to allow electronic roll marking, and each teacher will be provided with professional development to assist them in using this new electronic roll marking software.
- All staff will be allocated a password for this task.
- A dedicated office staff member will oversee the electronic roll marking throughout the school, will ensure it is activated and ready for use by staff, will assist staff where necessary, and bring to the attention of the principal any ongoing areas of concern.
- Consistent with previous practices, student attendance rolls will be marked electronically at the commencement of the school day before students attend specialist classes, and immediately after lunch.
- Staff are provided with a printed class list in a RED Emergency Procedures folder and will be required to keep a pen and paper list of each student who is absent, to be taken with classes in the case of an emergency evacuation.
- As we work in learning communities, casual replacement teachers will use the laptop of other staff in the community to mark the roll or printed class lists to mark absences and attendances and will drop the completed sheet into the office at the end of the day for data entry.
- Student attendance rolls are legal documents, often subpoenaed by courts as evidence. It is incumbent upon all teachers to ensure they have up to date and accurate attendance rolls for the students in their care.
- Parents are required to explain all absences by their child. Parents may call the school office and verbally explain the absence or send a note with their child upon their return to school. All notifications by parents will be recorded with the appropriate code on e-CASES and all notes sent by the parents will be archived and subsequently destroyed in accordance with Department of Education and Early Childhood Development guidelines.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council: October 2013

To be Reviewed: 2016