The main secretary keeps that information and gives it to our vice principal.  I have been included in meetings with student/ parent/ etc.

Our assistant principal and his secretary take care of attendance issues.

We have an admin that deals with that.  If there are other issues they will ask one of the counselors to talk to them about time mgt. and the importance of school, being on time etc.

In the high school, our Assistant Principal is responsible for attendance.  However, since it impacts credits and grades, we meet every Monday and go over the kids.  Those at risk of losing credit, I talk to the student and send an email home.  They are already getting phone calls and letters in the mail from the Ast Principal.

I document the contact because at any time that student should lose credit, I want to be able to show the effort to change behavior.

Our assistant principal is the attendance officer for the school.  He has a 1/2 day secretary who records all the attendance.

We used to send notices from our office to 9th graders if they got their 3rd tardy and were in danger of getting a detention.  This got to be very time-consuming.  Our school went to a 5 minute passing period instead of 4.  Attendance office handles tardies, too.

Regarding absences:   If credits are "frozen" due to excessive absences, I will meet with the student . We don't take credits away anymore, but they are frozen and the student has to put in detention time to get the credits back...and have improved attendance in the next semester.  If it is a senior and graduation is on the line, administration will unfreeze the credits.

 I have gone along  with an administrator to pick a student up from home....and I have sat in with an administrator and parent to discuss a student's attendance.  I do not have to initiate this, but I do check in on students .  As a general rule, the attendance office handles these issues, and I may be called upon to help or sit in.

This is one thing that I think our administrators realize is a daunting task and not a good use of our time, when we have so many other things for which we are responsibile.

No. Students who are tardy are dealt with by the assistant principal. They receive a detention at three tardies and then a longer detention after that- and the discipline goes up from there. I can't imagine having the time to meet with parents who have students who are frequently tardy. I have met with students before who have issues with getting to class on time and we talk about strategies to get them there on time (e.g, not going to the restroom AND their locker during the passing period, not talking to friends until the last minute, etc). We do have a one minute warning bell between passing periods so I think that helps students get there on time. We have a career center building next to our high school so if there is a class in that building and the students must go from there to a PE class (with for our 7/8 grade students is all the way on the other end of the intermediate school/jr high/high school building they may actually have trouble making it there on time). I may ask the teachers to be understanding of it or I might even change their schedule if it's too big of a problem. Our lockers are somewhat old and sometimes kids will have tardies because of this too but don't know where to go or who to ask for help, so I help them resolve this as well.

Our attendance office and assistant principal handle attendance concerns initially.  If it is ongoing, it may be passed to our office to see if there is anything going on that needs further attention (sick parent, dysfunction, defiance, etc.).  We provide resources when they may help.

My AP does that and I sometimes get involved just if I notice a student has been UNX a lot and he hasn’t done anything.  But otherwise, I don’t do much.  I’ll talk to the students, but he usually does it.

Our assistant principal tracks attendance.