Waterloo Catholic District School Board
Quality, Inclusive, Faith Based Education

APPENDIX A
APH001

ACCESSIBILITY:
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Elementary Transition Attendance Procedures
Teacher & Administrator Reference Guide

As per the Ministry of Education's **Policy on Student Attendance Confirmation During the School Day**, school boards are required to verify the presence of elementary students after key transition points during the school day.

A) Attendance Reporting Format:

- Teachers will continue to record student attendance in Aspen at the start of the school day and after lunch recess.
- Teachers will document they have verified the presence of all students in the Classroom Transition Attendance Log after AM Recess, PM Recess. Any other key physical transition points (e.g., assemblies, fire drills) can be documented in the Notes section.

Transition Time	Attendance Method
Start of Day	ASPEN
After AM Recess	Classroom Transition Attendance Log
After Lunch Recess	ASPEN
After PM Recess	Classroom Transition Attendance Log

B) Student Absence Following Transition:

- Take attendance immediately upon return to the classroom.
- Conduct a quick check to verify the student's whereabouts.
- If the student cannot be located, **notify the office administration team immediately**.

Prompt reporting is essential to ensure student safety.

C) Monthly Log Submission

- Teachers must maintain the Classroom Transition Attendance Log and Excursion Attendance Log throughout the month.
- Completed logs are to be submitted to the office at the end of each month
- Logs will be sent to the office and stored for record-keeping purposes for the current school year plus 2 years

D) Classroom/School Excursions

- When leaving school property, teachers must ensure attendance is taken before leaving property
- Attendance is to be taken immediately upon returning to the school
- Attendance is recorded on the monthly appendix sheet - Excursion Attendance Log