

# Student Attendance Reporting Policy

The Attendance Reporting Policy below provides a way to monitor, report, and encourage attendance.

**“Third Week Attendance Period:** By noon Thursday of the fourth week of a regular term or the fifth class day of summer term, all faculty will record attendance through the “twelfth class day period” in the AT-3 field of WebAdvisor’s Midterm/Intermediate Grade screen the following information for each student enrolled in their classes:

1. The letter “R” if the student is attending class on a regular basis, or
2. The letters “IR” if the student is not attending class on a regular basis, or
3. The letter “S” if the student attended class initially and then stopped entirely, or
4. The letter “N” if the student has never attended class.
5. The letters “LS” if the class has not started by reporting date.

**“Eighth Week Attendance Period:** By noon Thursday of the eighth week of a regular term or the fifteenth class day of summer term, all faculty will record in the AT-8 field of WebAdvisor’s Midterm/Intermediate Grade screen the following information for each student enrolled in their classes:

1. The letter “R” if the student is attending class on a regular basis, or
2. The letters “IR” if the student is not attending class on a regular basis, or
3. The letter “S” if the student attended class initially and then stopped entirely, or
4. The letter “N” if the student has never attended class.
5. The letters “LS” if the class has not started by reporting date.