

Magna Elementary Attendance Procedures

These procedures will allow for ease and consistency when marking attendance. Please follow these instructions:

1. When a student is absent, mark an X on the attendance card for that day in black pen.
2. Put a paper clip on the right side of the card if the student is absent. Red paper clips are for office use only.
3. If a student checks in late after attendance has been taken, the office will circle the X.
4. If you receive a written excuse please send it to the office. All excuses for tardies and absences will now be handled through the office.