

# Elementary Tardy System

## Tardy

Student arrives up to 5 minutes after class start time (beginning of school day)

Teacher marks student tardy (T) in Skyward under **Conduct** class.

## Missed Academic Time (MAT) - Tardy

Student arrives more than 5 minutes after class start time (beginning of school day) but before official attendance is taken at 9:45 a.m.

Teacher marks student Missed Academic Time (M) in Skyward under **Conduct** class.

## Missed Academic Time (MAT) - Absent

Student is checked out through the front office and leaves before the end of the instructional day.

Raptor system will mark time student leaves for the day. (Or, attendance clerk will mark student Absent at time student is checked out from campus.)

# Middle School Tardy System

## Attendance Recording

### Tardy

Student arrives up to 5 minutes after class start time (Tardy Bell)

Teacher marks student tardy (T) in Skyward.

### Missed Academic Time (MAT)

Student arrives more than 5 minutes after class start time (Tardy Bell)

Teacher marks student Missed Academic Time (MAT) in Skyward. **(Up to 9:44 a.m. only for 2nd Period!)**

Official Attendance Time is 9:45 a.m. Students who are not present at 9:45 a.m. should be marked Absent. **Do Not change an Absence to MAT in 2nd Period!**

Teachers record attendance **every class period** and mark students either Present (P), Tardy (T), Absent (A), or Missed Academic Time (MAT). **If student arrives after 9:45 and misses part of 2/3 block, record MAT in 3rd pd block only!**

# High School Tardy System

## Tardy

Student arrives up to 5 minutes after class start time (Tardy Bell)

Teacher marks student tardy (T) in Skyward.

## Missed Academic Time (MAT)

Student arrives more than 5 minutes after class start time (Tardy Bell)

Teacher marks student Missed Academic Time (MAT) in Skyward. **(Up to 9:59 a.m. only for 2nd Period!)**

## Attendance Recording

Official Attendance Time is 10:00 a.m. Students who are not present at 10:00 a.m. should be marked Absent. **Do Not change an Absence to MAT in 2nd Period!**

Teachers record attendance **every class period** and mark students either Present (P), Tardy (T), Absent (A), or Missed Academic Time (MAT). **If student arrives after 10:00 and misses part of 2/3 block, record MAT in 3rd pd block only!**