

PRAIRIE HIGH SCHOOL ATTENDANCE OFFICE STUDENT AIDE OFFICE PROCEDURES

The Attendance Office is a business office. Students working in the office are asked to follow certain guidelines:

CONFIDENTIALITY: As an attendance office aide you will be entrusted with a great deal of responsibility and exposed to many situations that are sensitive and confidential. You **MUST** be ready to deal with situations requiring trust by showing tact and diplomacy. Things that happen in this area should **NOT** be discussed with anyone outside of this office. It is easy to misinterpret what you see and hear if you do not know all of the circumstances involved.

ATTITUDE: The area of the attendance office is very active. It is important that you have a pleasant, helpful attitude dealing with students, parents, general public and staff. Remember that you are representing Prairie High School.

ATTENDANCE AND PUNCTUALITY: Excellent attendance and punctuality for the period you are assigned to the attendance office is expected. You are to be in the office and ready to work when the tardy bell rings. Three tardies will result in an after-school detention.

FRIENDS AND VISITING: Friends are not to come to the attendance office to visit. This is a class. If a friend (or any high school student) comes to the attendance office, they should have business to conduct and should leave once that is taken care off.

PERSONAL BELONGINGS: Purses and backpacks may be stored out of sight while working in the office.

FOOD: Please do NOT take food/drinks with you when going to classrooms.

COUNTER WORK: Be attentive and courteous in greeting anyone at the attendance windows. Please do not hesitate to ask questions if you are not sure about a procedure.

FORMS: You will be required to become familiar with the forms used in the attendance office:

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| 1. PHS Student Absence Excuse | 5. Prearranged Absence forms |
| 2. Excused Absence (green slip) | 6. Parking Application form |
| 3. Unexcused Absence | 7. Homework Request form |
| 4. Off-Campus Pass | 8. Confidential Note |
| | 9. Passes |
| | 10. Locator Cards |

FILING AND ALPHABETIZING: Filing is a very important part of the attendance office recordkeeping system. Please be sure that all information is filed by students' last name. All filing of new material should be filed in the front of the student's folder. Accuracy is very important.

RUNNING ERRANDS AND ATTENDANCE ROSTER PICK-UPS: During periods 2, 4 and 6, it will be necessary for you to pick up the attendance rosters from each classroom. During the course of the day frequently, passes will need to go out to students. It is important that you do your job without disrupting the class in session. Always deliver passes to the teacher, never to the student. Be sure to let the secretary know when you are leaving the office. Be prompt in running all messages, passes and errands and return to the office immediately after.

TELEPHONE: Always be courteous and professional. Answer by saying, “Prairie High School, attendance office, student speaking.” All messages should be written so they can be easily read and need to be time stamped. Do not be afraid to ask the person calling to spell their name. Be sure to get a phone number if they wish to have their call returned. Personal phone calls by you or other students require the permission of a secretary.

BE INFORMED: Be sure to read the weekly bulletin, the Falcon Forecast and listen to the daily announcements each day. This way you will know what is going on around the school and what schedule we are on. You may need to answer questions regarding these announcements. Familiarize yourself with the teacher schedules and room numbers.

We hope that the time you spend in the office will be a good learning experience for you and that you will enjoy it. Developing good working habits now may someday directly affect your success in finding employment outside the school.

I have read and understand the Attendance Office TA Rules.

Student Signature

Date