

Attendance Keeper

Keeping attendance does not have to be a time-consuming task. See the **Going Beyond** folder for Chapter 16 at EffectiveTeaching.com and read how Sarah Jondahl organizes roll taking.

In Sarah Jondahl's classroom a student is assigned to be the "Attendance Keeper." The student "Attendance Keeper" looks around the classroom, once all children have been seated, and then records who is absent by placing an "Absent" folder on that person's desk. Sarah can then glance around the room quickly and know who is absent by seeing where the folders are placed. She then marks her attendance book accordingly.

Besides showing who is not in attendance, the absent folder serves another important role in the organization of Sarah's classroom. Throughout the day, the classwork, homework, and any notes that need to go home are placed inside the student's absent folder as the work is passed out to the rest of the class. This way all work from the day is easily gathered in one spot for the absent student.

The absent folder is clearly labeled with a title and a bright yellow sticker, **so the returning student will know this is his/her make-up work to complete.**

When the student returns to school, he/she is to take the folder home to complete. Or, with prior arrangement, the absent work is left in the front office of the school for a designated person to pick up at the end of the school day and take home to the student.

All completed work is then returned to the teacher in the "absent folder" so the teacher knows that it is absent work to correct.

More of Sarah's classroom organization procedures appear on pages 213–218 in *The First Days of School*.