

ATTENDANCE/RECORDS CLERK

DEFINITION

Under general supervision, performs clerical functions pertaining to pupil enrollment and attendance record management systems; performs a variety of clerically related tasks regarding pupil enrollment and attendance reports; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- performs clerical activities and functions related to student enrollment and attendance requiring familiarity with legal mandates, policies and regulations
- collects, compiles, computes, and verifies daily attendance records
- prepares daily and monthly summary reports regarding student attendance and enrollment data
- posts pupil absences and clears absences by reviewing parental notes and through telephone contacts
- issues admittance forms to students who are late or returning from an absence
- assists in the preparation and distribution of correspondence regarding excessive pupil absences
- performs a variety of enrollment and attendance record management, storage, and retrieval functions
- assists in the preparation of documents and records for archive storage
- prepares enrollment and attendance related reports which contain sensitive and confidential information
- operates a computer system in inputting pupil enrollment and absence data and extracts

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