

Daily Usage

Office Personnel	Person Responsible
Code attendance and make necessary contacts concerning attendance	
Monitor attendance during day for each period	
Create and use mailing labels and form letters	
Collect/create lunch deposits	
Office Personnel/Guidance	
Drop/Add students to classes	
Teachers	
Take attendance for each attendance period	
Enter lunch count (when necessary)	
Enter grade in gradebook	
Administration	
Document discipline (log entries)	
Monitor student progress	
Lunch	
Run lunch count report	
Monitor free/reduced lunch settings	
Manage lunch transactions	
Run necessary lunch reports for submission to state	