AMERICAN LEADERSHIP ACADEMY

History

American Leadership Academy began the 2012-13 school year with one simple, overarching goal: improve our academic performance. Knowing that there is a direct correlation between student attendance and academic performance, we adopted a policy to remove students from our school with excessive absences. The policy was created with the help of a lawyer, and we implemented it feeling confident that we were operating within State statutes regarding attendance. It turns out that the policy was flawed.

To exacerbate matters, our implementation of the policy was sloppy and grossly lacked documentation. These errors were most profoundly manifest at our Queen Creek 7-12 Campus which failed to follow the proper procedures for withdrawing students. Specifically, they withdrew students and re-enrolled them without putting the students on attendance contracts or putting the proper documentation in place. The errors that were made have been well catalogued and are the cause of deep concern and embarrassment for our organization.

We acknowledge that the rapid withdrawal and re-enrollment of students looks dubious. Had the policy been correctly implemented, students would have met with administration and signed attendance contracts before being re-enrolled. This simply did not happen.

Despite the errors listed above, a process for determining who should be withdrawn was followed. A report identifying students by the number of absences they had was generated from our student information system and students were un-enrolled beginning with those who had the most absences. There were a number of students on that list who were not un-enrolled due to prior knowledge of student circumstances. We have since learned that there is a discrepancy between the report generated by our SIS and what was in SAIS. We have engaged our software provider to determine the cause of the discrepancy.

We have attached as Exhibit A a reproduction of the list generated by our student information system. We have also added their AIMS scores which demonstrate students were un-enrolled independent of academic aptitude.

Course Correction

Under the direction of ASBCS staff, American Leadership Academy has worked to correct the errors resulting from this policy. The withdrawal codes have been changed within the SAIS application and the effects of the policy on school finance and academic performance have been erased.

During the process of reversing the effects of this policy, other non-related attendance issues were identified by ASBCS staff. We have attempted to explain and correct the remaining anomalous files, but the reality is it has been difficult to ascertain exactly what happened in all instances, and we were left with theorizing how the mistakes happened in the first place whilst attempting to correct them to as accurate a representation as possible. We are deeply

embarrassed by the whole situation, particularly the damage it has done on the reputation of our school, and are utilizing every measure we can think of to correct it.

Measures taken to ensure compliance

Our Student/Parent handbook has been revised to bring it into compliance with all applicable State statutes. Further, we published this document to all of our parents and students to define expectations of them when it comes to their students' attendance and what we will do in turn to enforce our policies.

Likewise, our employee handbooks have been revised to reflect attendance policies that are compliant with the State. See Exhibit B. Extensive training in the importance of accurate attendance capture and reporting as well as the use of our attendance reporting software has been completed with all levels of our staff that would be touching attendance: teachers, attendance clerks, front office managers, district registrar, and our business manager. See Exhibit D.

We have also addressed this issue with all levels of school leadership. Our high school was the biggest offender with this attendance issue, and we have replaced the director at that campus, and added members of administration and office staff to make sure we have the support we need to process the larger enrollment there accurately. We have also had extensive conversations with our directors and assistant directors at all of other campuses throughout this approval process about the ramifications of fair, true, and accurate attendance capture and reporting.

Additional measures

Should the Arizona State Board for Charter Schools approve our requests for a new site and an enrollment cap increase, American Leadership Academy is prepared to undergo appropriate additional scrutiny on attendance for a pre-determined length of time. Specifically, we are prepared to retain a third-party auditor at our own expense to monitor our attendance procedures and reporting accuracy for the 2013-14 school year. See Exhibit C. As we have stated throughout this process, it is our sincere desire to be in full compliance with all applicable State statutes. We openly recognize the potential for improvement and welcome the additional assistance and scrutiny such an arrangement could provide.

EXHIBIT A

SIS Student Absence List with AIMS Scores

SIAS ID	FAY	MATH	READING	WRITING	SCIENCE	
22898326						No AIMS data available
24568470	0	FFB	M		M	
39838513	1	M	M		M	
35686279	1	E	E		M	
24581523	1	A	M		M	
39840936						No AIMS data available
38278433	1	A	M	M		
23364943	1	FFB	M	FFB	M	
26631455	1	M	M		M	
39592118	1	M	M	M	M	
10316160						Withdrawn 12/20/2012
28135258		MEETS 10/25/12	EXCEEDS 2/29/12	MEETS 2/28/12	FFB 4/11/12	Previously Passed
39707581						Withdrawn 11/30/2012
29578825	1	E	E		M	
10889299	1	A	M	M	M	
39840837						Withdrawn 1/18/2013
22657183						
20999681						Not tested on AIMS - Ninth Grade
38453410	1	FFB	A	FFB	A	
10470251						No AIMS data available
37356705	1				A	
20708023	#N/A	MEETS 10/25/12	MEETS 10/24/2012	MEETS 10/23/2012	FFB 4/11/2012	Previously Passed
20621599	1	M				
22558442						No AIMS data available
26092751	1	E	M	M		
10307434	1	A	M	FFB	M	
24630498	1	FFB	M		A	
22470874	1	M	M	M		
27976562						Not tested on AIMS - Ninth Grade
24943963	1	EXCEEDS 4/10/2012	M	MEETS 2/25/2013	MEETS 4/11/2012	Previously Passed
22531063	0	A	M		M	
22651754						No AIMS data available
39902078	1	M	M	E		
22510808	1	FFB	A	A		
22543974	0	M	M	M		
22343833						Not tested on AIMS - Ninth Grade
20950804						Not tested on AIMS - Ninth Grade
10281185	1	FFB	A	FFB	A	
20377373	1	FFB				
26651996	0	M	M		M	
22539663	1	A	M		M	
24567442	0	A	M		M	
24304344	1	FFB	A	A		
21621338	1	FFB	A	FFB		
21270123						No AIMS data available
21411090						Not tested on AIMS - Ninth Grade
11050162	1	A	M		M	
11036647						No AIMS data available
24128179	1	A	M		A	
25077315	1	FFB	M		A	
20281113	1	M	M		M	
24857642	1	E	M		M	
30610286	1	A	M	A		
21902024						Not tested on AIMS - Ninth Grade
10701003	1	E	E	E	E	
11718772	1	A	M	FFB	M	
26631493	1	FFB	M		A	
38054464						Home Troubles
25407730						No AIMS data available

EXHIBIT B

OFFICE HANDBOOK: ATTENDANCE

Attendance Policy:

ATTENDANCE AND TARDIES

The importance of school attendance is not only integral to student achievement and academic success, but Arizona state law requires it (see ARS 15-802 and 15-803.) It is critical that students are afforded all possible instructional time and avoid wherever possible unnecessary absences. It is ALA's policy that students attend school punctually and regularly except in cases of significant illness, bona fide emergency or authorized family/religious event. Students absent for ten or more consecutive days without a valid excuse may be withdrawn from school.

ABSENCES

School's Responsibility

The school will attempt to contact the parents/guardians by phone to verify all unexcused absences K-8. 9-12th grade will be notified through our Infinite Campus Student Information System by email or auto generated message. An automated message will be sent to parents prompting them to call and excuse their students in case of absence. It is our goal to complete attendance before 10:00am in grades K-6. Attendance is taken each period throughout the day for grades 7th-12th.

Parent's/Guardian's Responsibility

Parents/guardians are asked to call the attendance office by 9:00 a.m. each day that their child is absent. A 24-hour voicemail service is available for their convenience. *Parents have 24 hours to call the front office after the absence to excuse their students absence.* Voicemail messages should include the following:

- Student's name
- Grade
- Date(s) of the absence
- Reason for absence
- Parent/guardian name
- Teacher/homeroom teacher (7th-12th, 1st hour teacher) name

Exempt from Activities

Students who are absent from school more than 50% of the day of an activity may not attend activities planned on that day, such as, but not limited to:

- Afternoon classroom party
- School dance
- Sporting event (See Athletic Handbook)
- After-school club

Excused Absences

Per Arizona Department of Education Guidelines, an absence will be considered excused when it is due to an illness, doctor/dental appointments (a note may be required), religious observances, or family emergencies (death, court appearance, etc.). Please exercise prudence when considering the attendance of your child in cases of illness. We appreciate your cooperation in keeping contagious children at home. *Be advised, students with the following symptoms may be sent home: Fever of 99.9 or higher, vomiting, diarrhea, persistent cough, any undiagnosed rash, red or swollen eyes with discharge (symptoms of conjunctivitis or pink eye), lice, and any other symptoms suggestive of acute illness.*

Parent/guardian must call the school *prior to or within 24 hours of absence to excuse the student.*

Unexcused Absences

An absence will be considered *unexcused* for any other reason than those noted above. Family vacations and extended holidays outside of scheduled school breaks will be considered unexcused, *unless receiving prior authorization by an Administrator with plans to complete all classwork within the excused timeframe.*

Truancy

A student is considered truant who has been absent from school without valid excuse for more than 3 school days during a school year. Title 14 Chapters 17. A student who is unaccounted for in assigned class period for 15 minutes or more is also considered Truant.

Excessive Absences

Excessive absence is defined as 9 days per semester or 18 days per year regardless of whether they are ***excused or unexcused.*** Unexcused absence may result in disciplinary action such as student being placed under an attendance contract, possible loss of credit and/or a report being filed with the local sheriff's department (please see guidelines below on reporting a student who may be designated "habitually truant" per A.R.S. 15-803).

Students with 10 consecutive unexcused absences will be withdrawn per A.R.S. 15-901 A(1). Prior to withdrawing a student, a member of Administration must make every effort to contact the family and determine that the absences are indeed unexcused. Contact the District Registrar prior to withdrawing any student.

Withdrawals are communicated to ADE through our student information system. The withdrawal date establishes the student's last day of membership, therefore, a withdrawal from membership indicates that a student actually participated in instruction for at least a partial day on the withdrawal date. The SAIS transaction code for withdrawals due to absence or unknown status is W4.

** Exceptions: Absences or tardiness for purposes of chronic or long-term illness that are accompanied by a Chronic Illness Form and physicians note will be exempt from this policy. Please contact the school Front Office for more information.*

Absence Matrix K-12: ALA will take the following action in regards to addressing absenteeism:

3 unexcused days/semester	Parent Notification
5 unexcused days/semester	Parent notification and Administrator contact. Student may be designated as "Habitually Truant" per A.R.S. 15-803. Call the district registrar to inform him/her of the student and their number of unexcused absences. The district registrar will then deny or approve the decision to notify the local sheriff's department. If approved by the registrar, a call will be made by the school's director to the local sheriff's department to report truancy.
9 days (excused or unexcused)/semester	Parent/Student meeting scheduled with Administrator and student placed on an Attendance Contract. Possible report filed with Sheriff's Department (please follow guidelines in above section for reporting a truant student).
10 consecutive unexcused absences	Pursuant to A.R.S. 15-901 A(1), students may be withdrawn after 10 consecutive unexcused absences. Contact the District Registrar prior to withdrawing any students.

TARDIES

A student is considered tardy if hè or she is not **present in their classroom and prepared for instruction by 8am (High School/Junior High 8:15am.)** Students will not be admitted to the classroom after these times without first reporting to the front office and being issued a tardy slip. It is advised that student arrive on campus by 7:55am (HS/JH 8:10am) in order to make it to their classroom on time.

Excused Tardies (Elementary and JH/HS)

Parent/Guardian must **physically** sign their late students in at the front office upon arrival in order to be designated an "excused tardy." Phone calls are not acceptable.

Unexcused Tardies (Elementary)

Tardies will be considered *unexcused* when students are not signed in by a parent or guardian. Parents will be notified via email of each unexcused tardy.

Tardy Matrix - Elementary:

5 unexcused tardies/semester	Parent Notification
15 tardies (excused or unexcused)/semester	Parent Notification and Administrator contact.
18 tardies (excused or unexcused)/semester	Parent/Student meeting scheduled with Administrator, possible disciplinary action discussed, ie; attendance contract, behavior contract and/or academic contract. Possible report filed with Sheriff's Department . Call the district registrar to inform him/her of the number of the student and their number of unexcused/excused tardies. The district registrar will then deny or approve the decision to notify the local sheriff's department. If approved by the registrar, a call will be made by the school's director to the local sheriff's department to report excessive tardies.

Unexcused Tardies (JH/HS)

Tardies are considered *unexcused* when students are not signed in by a parent or guardian. Every five (5) unexcused tardies will result in a yellow card and detention. Fifteen (15)

unexcused tardies will result in a red card and in-school service suspension (loss of recess, lunch duty, work detail, and/or campus beautification). Students with 15 excused or unexcused tardies will be placed on an attendance contract. Eighteen (18) excused or unexcused tardies may result in loss of credit, loss of priority enrollment status and possible referral to Truancy Officer.

Tardy Matrix – 7-12th JH/HS:

5 (unexcused) tardies/semester	Parent Notification – detention will be given for every 5 unexcused tardies.
15 (excused/unexcused) tardies/semester	Parent Notification and Administrator contact, possible disciplinary action discussed, ie; attendance contract, behavior contract and/or academic contract.
18 (excused/unexcused) tardies/semester	Parent/Student meeting scheduled with Administrator, Possible loss of credit and loss of priority enrollment status. Possible report filed with Sheriff's Department (please follow above guidelines for reporting a student with excessive tardies).

Students K-12 who are absent from school more than 50% of the day of an activity may not attend the activity, such as, but not limited to: an afternoon classroom party; a middle school dance or sporting event; or an after-school club. See Athletic Handbook for eligibility details.

DISCIPLINE

- ☐ Communication is key. Document all communications.
- ☐ Run "Attendance Letters" for 3, 5, 9-day letters every day.
- ☐ For 3-day letter, attempt to contact parent(s) in person or via telephone. Mail letter.
- ☐ For 5-Day letter, provide list of students to Admin for phone contact. Mail letter.
- ☐ For 9-Day Letters, provide lis of students and supporting documentation (previous communications etc) to Administration. Administrator will schedule a face-to-face meeting with parents and create an attendance contract. Mail letter.
- ☐ If attendance contract is not followed, report excessive truancies to the local sheriff's department.

Process for Withdrawing Students within Infinite Campus

- ☐ Students absent for 10 or more consecutive school days without a valid excuse or contact with a parent/guardian may be withdrawn per A.R.S.15-901. *"Withdrawals include students formally withdrawn from schools and students absent for ten consecutive school days, except for excused absences identified by the department of education."*

- ☐ **Do not withdraw a student without first contacting the district registrar, unless the withdrawal is based upon parent request.** If a student has missed ten consecutive days of school, and a withdrawal is warranted per A.R.S.15-901, please follow these steps:

- ☐ 1. Contact the district registrar to secure **written** approval to complete the withdrawal. If approval is secured, proceed with steps 2-6.

- ☐ 2. Contact parents to let them know that per A.R.S. 15-901, their student will be withdrawn from our school.

- ☐ 3. If contact with the parent is not made, document the attempted communication using the caller report from Infinite Campus. All caller reports must be saved.

- ☐ Withdraw the student using Infinite Campus by classifying the withdrawal as a W4 (absence or status unknown).

- ☐ If a records request is then received from another school for that student, the withdrawal code should be adjusted within Infinite Campus to reflect the new information that has been made available. For example:

  > "Luis was absent for two weeks, and his whereabouts were unknown. He was withdrawn as a W4. A week later, the school received a request from Maui High School in Hawaii for his school records. Luis's withdrawal was reclassified from a W4 (Absence/Status Unknown) to a W1 (Transfer)."
  > (Taken from the Pupil Withdrawal Form: http://www.azed.gov/finance/forms/)

  Please verify any changes to withdrawal codes that you may be considering with the district registrar before making changes within Infinite Campus. The district registrar will provide written approval for all changes made to withdrawal codes.

Path: Student Information > General > Enrollment

Path: Census > People > Enrollments

1. Select the enrollment that should be ended from the **Enrollment Editor**. Locate the General Enrollment Information section.
2. Enter an **End Date** for the enrollment by typing in *mmddyy* format or by clicking the calendar icon to select a date.
3. Enter an **End Status** for the enrollment. For unexcused absences, the code is W4.
4. Enter any comments regarding this enrollment in the **End Comments** text field.
5. Click the **Save** icon when finished.

When a student's current enrollment record is ended, the student's schedule is also ended and attendance information can no longer be entered.

Daily Attendance Procedures:

Attendance calls must be completed within the first 2 hours of the students' first class for K-8th *(9-12 will receive a courtesy call/email via IC letting them know their student missed one or more periods on that day)*

Student Attendance Log

- Start a new Attendance sheet each morning. Check Email/Voicemail for Attendance messages. Log all incoming attendance calls on Attendance Sheet prior to teachers submitting attendance.
- Enter in SIS.

Student Sign In/Out Log

- Start a new Sign In/Out sheet each morning. Students MUST be signed in/out of school by parent or legal guardian once school has started.
- Tardy students must have a Tardy Pass filled out prior to going back to class. *Teachers will not admit tardy students without a Tardy Pass.*

Teachers must take attendance within **first 15 minutes of class.**

Go to **Attendance>Classroom Monitor by 8:15am/8:30am for HS**

- Check to see if everyone has taken attendance (Green=yes, Red=no)
- Call teachers who have not taken attendance

Go to **Attendance>Daily Attendance**

- Check your Student Attendance Log for students who have already called in with an excuse, enter into IC
- Click on their yellow "A"
- Here you can change student from Absent to Tardy or Present, Give them an excused absence or tardy and add comments, like "per mom, sick or per mom, ortho, on vacation, etc.
- Click "Fill down" (HS ONLY)
- Click Save and move on to the next student.....

- Once you have entered all students you have excuses for or changed absences to tardies, Click on **Caller Report and Print**
- Continue checking VM/email (24-hour attendance line) for messages
- (IC will auto-generate an email at **9am** to send to parents with students marked with a yellow "A" (unknown). This will hopefully generate a phone call from the parent excusing the student.)
- From here you call parents/guardians of students marked with a YELLOW "A" (unknown), notifying them their student is absent and requesting an excuse. Leave a message to call you back to excuse the absence if no contact.
- Note "Left MSG" or write excuse and person contacted on CALLER REPORT next to student name. (This will also serve as "proof" we did our due-diligence—no need to transfer information to Attendance Log)
- Once you are done calling, go back into DAILY ATTENDANCE and make changes as you did above to Excused or Unexcused absence, comments (Left MSG or per mom, sick, Suspended, On Vacation, etc)

Continue entering Late/Excused students in IC from Student Sign In/Out Log all day until 2pm

- *Phone calls to parent/guardian should be done within 2 hours of school starting for K-8 students. 9-12 is contacted as a courtesy.*
- Leave message to call us back if no answer
- If parent says their child should be at school, reassure parent it may just be a mistake and **calmly** put parent on hold, call the Teacher. If you have any questions if a student is really absent – its best to call teacher first.

HS/MS: Check **Daily Attendance** Report hourly – Check for Unknown Absences

- Follow up and report any missing/cutting students to Administration

Check **Daily Attendance** Report again for PM KG at Elementary schools, follow same steps

Check **Daily Attendance** Report at end of day

- Check for any unexcused absences/lates
- Change to excused or remove
- Print **Summary Report (on Daily Attendance page)**, staple Summary Report on top, Caller Report, Attendance Log and Student Check-in/Out Log and file daily. Attendance Records must be kept for 4 years.
- ***ALL STUDENTS*** **MUST BE MARKED EITHER UNEXCUSED OR EXCUSED.** There should be no yellow visible on the Daily Attendance page by

the end of the day, only red and green. Everyone should have an excused absence or tardy with a comment or unexcused absence or tardy with "Left MSG" by their name

- *Everything needs to match on **Summary Report**/Student Check-in/out Log and IC*
- *Accuracy is vital for reporting accurate information to the ADE!!*

Students absent for *10 consecutive school days* except for excused reasons per ALA policy may be withdrawn. Let your Registrar know about these students to follow-up and notify Administration. Students may not be withdrawn without written authorization from the District registrar.

Attendance Logs should be boxed up and clearly marked with each school year for State Audits. Attendance records are maintained for 4 years.

At the end of each year, print each students attendance record and file in their CUM file.

To Run Attendance Letters (Daily). Attendance>Attendance Letters

- Choose Letter>Click on Print Letters (letters will generate only for students that match the criteria chosen for the letter. Send letters.

Absence Notification Letters: Parents will be notified by mail when their student has reached 3, 5 and 9 days of absences in one semester. Attendance clerk will track and run Attendance Letters daily. On the 3rd, 5th and 9th absence attendance clerk will notify Director and upon direction from Director, send the letters. Administration will determine what disciplinary action will be taken regarding the student.

Tardy Notification Letters: Parents will be notified by mail when their student has reached 5, 15 & 18 days in one semester. Attendance clerk will run the wizard, print the letters and notify Administration. See Matrix for Tardiness for your school in Parent/Student Handbook. Administration will determine what disciplinary action will be taken regarding the student.

To determine tardy/absent (full-day or half-day):

ADE School Finance Manual (pg 34):
If attendance for all pupils in the school is based on half days, the attendance of at least three-quarters of the instructional time scheduled for the day shall be counted as a full day's attendance and attendance at a minimum of one-half but less than three-quarters of the instructional time scheduled for the day equals one-half day of attendance.

- Attendance for at least 75% of the instructional time scheduled for the day is counted as a full day (1) of attendance and (0) absence is reported.
- Attendance for at least 50%, but less than 75% of the instructional time scheduled for the day is counted as a half day of attendance (0.50) and a half day (0.50) of absence is reported.
- Record a full day (1) of absence for a student that is in attendance for less than 50% of the instructional time scheduled for the day.

Example: K-5th Grade: Divide day in ½ AM/PM, divide AM/PM in half. Determine times (Ex. 9:40am 12:50pm) If student is signed in before 9:40 they are **Tardy**, if they are signed in after 9:40 they are **Absent** for **HALF-DAY**. If they are signed out after 9:40am, they are present for AM, but **Absent Half-Day** for PM.

KG AM/PM: Same as above

MS/HS: Attendance is taken each period.

First two weeks of School

For reporting purposes, it is extremely important that the attendance data for the first 10 days of school is extremely accurate. As this is the period during which many changes are being made within the SIS, it is imperative that a paper record be kept in conjunction with the digital record. As such, every teacher is required take attendance both on paper and within Infinite Campus. Teachers must use the following codes when completing paper attendance:

"E" first time student attends class.
"A" Absent any time after the first day attended
"P" Present
"T" Tardy – Must be signed into office by a parent/guardian and may not be admitted to classroom without pass from office.

Manual attendance logs must be given to the Office Manager at each campus. The office manager must then scan all attendance logs and email them to the District Registrar.

Weekly Attendance Procedures:

The office manager is responsible for ensuring the accuracy of attendance data on their campus. As such, they should check attendance records each week to ensure that all policies and procedures are being followed.

Monthly Attendance Procedures:

Error Log

The Error Log tool may be used by administrators to view recent activity and errors related to synchronization and messaging. The District Registrar will run the report each month and review items specific to each campus with the Office Manager from each campus.

To Run an Error Log Report

PATH: *System Administration > Data Interchange > Error Log*

The **Filter** field of the Error Log has two settings:

- *All Entries* - displays all log entries related to synchronization and messaging within the system.
- *DIS/ZIS Server Entries Only* - displays only the log entries of the data interchange server.

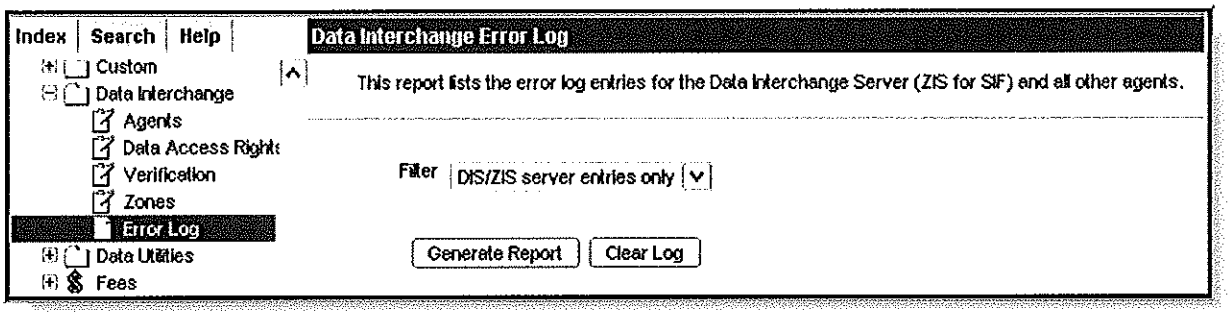
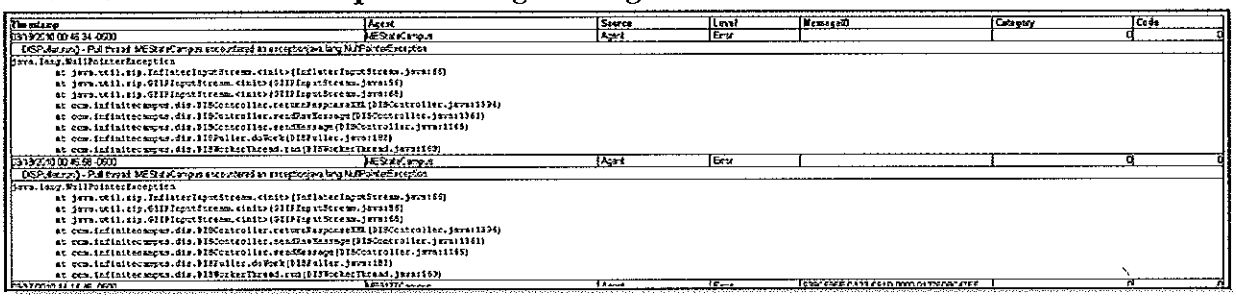


Image 1. Error Log

To generate the log:

1. Select a **Filter**.
2. Click **Generate Report**. The log will be generated.



To clear messages from the log:

1. Select a **Filter**.
2. Click **Clear Log**. The log will be cleared and only new messages will appear.

72 Report

In conjunction with the Error Log, the 72 Report accessed through SAIS provides error codes pertaining to data interchange between the SIS and SAIS. This report must be ran following each upload of data to the state to identify any potential errors and remedy them as soon as possible.

The 72 report will be ran by the District Business Manager and reviewed with the District Registrar each month.

EXHIBIT

C

Potential third-party auditors

Joel D Huber PC CPA

(480) 503-9200
3048 E Baseline Rd, Mesa, AZ 85204
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EXHIBIT D

Infinite Campus Training/Front Office Training 2013

Print Name	Signature	Position
Marissa Daniel		Gilbert Reception
Robin Rasson		Office Manager
LAUREN MOSS		Counselor A C
Tandy Taylor		Receptionist
Jamie Sherwood		Office Manager
Ellie Hardt		Athletics
Candace Roberts		Attendance
Leslie Flanigan		Registrar
Shannon Denton		Assisting Anthem
DeLonna Reynolds		Front office
Tammy Golden		Front Offic

Infinite Campus Training/Front Office Training 2013

Print Name	Signature	Position
Ralph Richards	Ralph Richards	Counselor
Lorna Richards	Lorna Richards	Transportation
Erica Nickson	Erica Nickson	OM
Jane Hutcherson	Jane Hutcherson	Off Mgr.
Leah Chriswell	Leah Chriswell	office
Karen Duffin	Karen Duffin	OM

Attendance Power Point Presentation
7/18/13

Name	Signature	Campus
Jane Hutcherson	Jane Hutcherson	QCE
Leslie Flanigan	Leslie Flanigan	QCHS
Candace Roberts	Candace Roberts	QCHS
Karen Duffin	Karen Duffin	STV
Robin Besson	Robin Besson	Mesa
Tamara Golden	Tamara Golden	Anthem
Marissa Daniel	MD	Gilbert

IC 7-16-13

Print Name	Campus	Signature	
Yessika Monur	QC	[illegible]	
Kelsey Peterson	QCHS	Kelsey Peterson	
Jennifer Horn	QCHS	[illegible]	
Chelsea Graham	QCHS	[illegible]	
LiChelle Beeler	QCHS	[illegible]	
MARCUS ELLSWORTH	QCHS	[illegible]	
[illegible]	QCHS	[illegible]	
Shannon Lisko	QCHS	[illegible]	
Malinda Nevitt	QCHS	[illegible]	
[illegible]	QCHS	[illegible]	
NICHOLAS ASHBY	QCHS	[illegible]	
CAMERON CLIFFORD	QCHS	[illegible]	
Kylie Powell	QCHS	[illegible]	
Alania Sinclair	QCHS	[illegible]	
Annie Cantu	QCHS	[illegible]	
Alma Smith	QCHS	[illegible]	

Chelsie

Teacher Attendance Training
7/24/13

Print Name	Campus	Signature	
LAUREN MOSS	High School	Lauren Moss	
Raimee Way	High School	Raimee Way	
[illegible]	High School	[illegible]	
Rachel White	High School	Rachel White	
Cameron Clifford	High School		
Annie Cantu	High School	A. Cantu	
Chelsea Graham	High School	C Graham	
[illegible]	High School	[illegible]	
Ryan McCurdy	High School	Ryan McCurdy	
Dal A. Threetson	High School	[illegible]	
MARCUS EUSWORTH	High School	[illegible]	
Alania N. Sinclair	High School	[illegible]	
Malinda Nevitt	High School	Malinda Nevitt	
Kelsey Peterson	High School	Kelsey Peterson	
Alma Smith	High School	[illegible]	
Alicia Stevens	High School	[illegible]	
LaChelle Beeler	High School	[illegible]	
	High School		
	High School		
	High School		
	High School		
	High School		
	High School		

Teacher Attendance Training
7/24/13

Print Name	Campus	Signature	
Lindley Henson	High School		
Danielle Wilson	High School		
Alexis Caputo	High School		
Alyceson Clare	High School		
[illegible]	High School		
NICHOLAS ASHBY	High School		
James Vereuski	High School		
Ralph Richards	High School		
David Omer	High School		
STUART ENKEY	High School		
Julie Ann Cook	High School		
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	High School		

Teacher Attendance Training
7/24/13

Print Name	Campus	Signature	
Candacy Sykhus	High School		
Jennifer Horn	High School		
Courtney Nichols	High School		
Shannon Lisko	High School		
Bryan Stevens	High School		
Skip Wood	High School		
Austin Romney	High School		
Garth Backman	High School		
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