

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
DIVISION OF ADULT AND CAREER EDUCATION

TO: Division Principals
Assistant Principals, Operations
Assistant Principals, Counseling Services

DATE: July 19, 2016

FROM: Joseph Stark
Executive Director



SUBJECT: DAILY ATTENDANCE RECORDING

I would like to remind all administrators and teachers that daily attendance recording during the course of a class is still a necessary teacher duty.

This task has been greatly facilitated by the conversion of the Adult Division's SIS to eAttendance. Please work with your teachers to ensure that they are maintaining daily attendance for students.

Please share this information with all your teachers.

Thank you for your cooperation.

JS:lnc

c: Dora Pimentel-Baxter
Monica Balbuena
Krimhilde Roth
ASIS Coordinators