GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Attendance Clerk
Exemption Status/Test: Nonexempt
Reports to: Campus Principal
Clerical/Technical Pay Grade: 3 (207 Days)
Dept./School: Assigned Campus
Date Revised: 11/02/2026

Primary Purpose:

Maintain accurate and auditable daily student attendance records for the campus in compliance with the Texas Education Agency Student Attendance Accounting Handbook (SAAH), PEIMS reporting requirements, and Foundation School Program funding rules. Support campus attendance improvement efforts, compulsory attendance enforcement, and truancy prevention.

Qualifications:

Education/Certification:
High school diploma or GED
Valid Texas driver's license (if travel between campuses is required)

Special Knowledge/Skills:
Working knowledge of TEA attendance accounting rules, official attendance-taking time, and excused/unexcused absence coding
Proficiency in the district student information system (Skyward SMS) attendance modules
Accurate keyboarding, data entry, and 10-key skills; proficiency with Microsoft Excel, Word, and Outlook
Strong organizational, recordkeeping, and follow-through skills with high attention to detail
Ability to communicate professionally and calmly with parents, students, staff, and outside agencies
Ability to maintain strict confidentiality of student records under FERPA
Bilingual (English/Spanish) preferred

Experience:
Two years of clerical or data entry experience, preferably in a public school setting
Experience with attendance accounting, PEIMS, or student records preferred

Major Responsibilities and Duties:

Attendance Recording and Data Entry

1. Post and verify daily student attendance in the student information system for the official attendance-taking time established by the district, meeting all posting deadlines.

2. Audit teacher attendance submission every period, every day; generate missing-attendance reports, contact teachers who have not posted, and document repeated failures for the principal.

3. Enter absence reason codes and attendance-related codes accurately, including codes that affect ADA eligibility and state funding.

4. Process and code documented exemptions under TEC §25.087, including documented healthcare appointments, religious holy days, court appearances, required immigration or citizenship appointments, college visits, and DFPS/family visitation, verifying that supporting documentation meets SAAH requirements before coding.

5. Enter attendance for special program settings as directed, including off-campus, DAEP, JJAEP, credit recovery, and flexible attendance programs (OFSDP), homebound, and verify minutes/contact hours are captured correctly.

6. Correct attendance errors within district correction windows and maintain a written record of every after-the-fact change, including who authorized it and why.

Documentation, Audit, and Reporting

7. Collect, date-stamp, file, and retain all attendance source documentation (parent notes, medical documentation, court papers, sign-in/sign-out logs) according to the district records retention schedule and SAAH audit requirements.

8. Produce six-weeks attendance verification reports for teacher and principal review and signature; secure signatures, resolve discrepancies, and retain signed copies for audit.

9. Reconcile attendance data against enrollment records each reporting period in coordination with the Registrar and PEIMS Clerk, resolving no-shows, duplicate enrollments, late entries, and withdrawal date conflicts.

10. Run and clear attendance-related edit reports, warnings, and validation reports prior to each PEIMS submission deadline.

11. Provide requested records and documentation to district staff, internal auditors, and TEA/FSP compliance auditors.

Compulsory Attendance and Truancy Prevention

12. Monitor daily and cumulative absence totals to identify students approaching compulsory attendance thresholds.

13. Prepare and mail compulsory attendance warning notices required under TEC §25.095 when a student has three or more unexcused absences or parts of days within a four-week period, and at ten or more within a six-month period; document the date and method of each notice.

14. Maintain documentation of truancy prevention measures applied under TEC §25.0915, including conferences, behavior contracts, referrals, and counseling.

15. Assemble truancy referral packets and supporting attendance evidence for the campus administrator, district truancy prevention facilitator, or court as directed.

16. Track Attendance for Credit (90 percent rule, TEC §25.092); notify parents of students at risk of loss of credit or final grade, and prepare attendance committee agendas, rosters, documentation, and outcome letters.

Communication and Office Support

17. Answer the attendance line, respond to parent calls regarding absences, and verify absence reasons in accordance with district procedures.

18. Manage student sign-in and sign-out, late arrivals, early releases, and tardy processing, verifying the identity and authorization of any adult releasing a student.

19. Provide attendance data to counselors, administrators, teachers, and district staff upon request in the required format.

20. Assist with campus front office coverage and clerical support as assigned.

Other

21. Maintain strict confidentiality of student and family information.
22. Complete required annual training, including district attendance accounting and PEIMS training.
23. Has regular in person attendance and complies with notification procedures for absences.
24. Follow district safety protocols and operating procedures.
25. Perform other duties as assigned by the principal or designee.

Supervisory Responsibilities:

None.

Physical Demands/Environmental Factors: Repetitive hand motions and prolonged use of a computer; prolonged sitting; occasional light lifting and carrying (under 25 pounds); occasional bending, stooping, reaching, and filing; occasional districtwide travel and extended hours during registration, testing, and state reporting windows.

Mental Demands: Maintain emotional control under stress; work with frequent interruptions; meet fixed state and district deadlines; maintain accuracy across high volumes of detailed data; communicate effectively in writing and in person.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature Date