

## Task of a 42 week secretary (Elementary)

### Daily

- Enter Student Attendance Daily – priority due to connect ed daily attendance calling – times are: 9:30, 10:15, 11:00, and 6:00 at night

This means that all calls entered into SAGE will be called at these times. Ex: if you are on a later tier then you should have all attendance entries into SAGE no later than 10:45 for the 11:00 call. It's important that parents and guardians receive these calls in the morning.

### Payroll

- A New Payroll should be created on a Monday( Weekly or Biweekly) staff attendance needs to entered on a daily base so that if your are out others will know where to pick up.
- Adjustments may need to be made, please go to school payroll and find the date to adjust. Adjust mode – save changes – now select edit – select the date and edit the payroll and Save Changes then go to submit the payroll you just edited and submit again your changes. PLEASE be careful of the dates you really need to select the right payroll ending dated.

### Update Cumulative Records/ Any incoming or outgoing student

- New student to WPS entering your school – create a cumulative record and file by homeroom or if your school files them differently, then file according to school.
- Student entering from another WPS – request the school to send the cumulative record.
- Enter all this information in a notebook of new student
- Student withdrawing from your school to another WPS- have teacher update record if it's during the school year ( grades ) print out a snapshot etc. send to new WPS school through the WPS inter office mail.
- Student leaving outside of the WPS, parent needs to sign a release form either from your school or the receiving school. Cumulative record remains at your school in the inactive file and only send copies of records inside

including a snapshot within SAGE. Enter student in the notebook, withdrawn.

- Student withdrawing needs from WPS needs to inform in writing via email that student needs to be withdrawn from SAGE – Information needed: ID, Student Name/ Date of withdrawal and where did student go? i.e out of Worcester, out of State, out of country and last identify yourself ( school)
- Be sure every student is assigned a homeroom/ teacher –check class list daily for any ZZZZ –new students that need a homeroom assigned.

Edit any new information into SAGE such as phone numbers, bus number changes, parent or guardian updates.

### Weekly

- Print out attendance letters within SAGE – mail home after guidance, AP or principal looks at them.
- Homeless Student – print out and verify weekly – remove or add any student
- Print report as request from school admin
- Periodically print class list for accurately – look for grade difference, spelling of names, sometimes the first and last name are not caps these need to be corrected in student profile edit.

Lastly, always answer the phone by identifying your school and yourself and ask “How can I help you”.

Anyone at your counter, handle with professionalism and get to their needs is a priority.

