# Level: 0

Office

Office

Teacher’s Copy

# Level: 2

Sheets are sent to classrooms

Data is entered into a computer

Sheets are sent back to the office

Office

Data is sent to a special program

Data is entered into the system

System

If accepted changes are made

Sends data to another program

Reason is given to Mrs. Stanwick

Roll up

Parents are contacted for lates and absences

Mrs. Stanwick is allowed to make any edits

# Level: 1

Data Is sent to the computer

Sheets are sent to classrooms

Sheets are sent back to the office

Office

Parents give reasons for the absence/late to the office

Calls/emails are made

Data is sent to a special program

Data is converted and sent to the system

Roll up

Office