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CIRCULAR

Sub: - Directions to the Head of Govt. Schools to <u>submit the names of students online who are absent for more than one month</u> without intimation to school authority.

The Right to Education Act 2009 places the responsibility of regular attendance and continuous comprehensive evaluation (CCE) on the State. In order to achieve this, constant monitoring of attendance is required. With this objective, a module has been prepared for monitoring students who are absenting from school for more than one month without intimation to the school authorities. This monitoring can be done at Zonal/District level.

The Long Absence module is now available in Students Module. All Heads of Govt. Schools are hereby directed to fill online student attendance of those students who have been continuously absent from the school for one month without giving any information to the school authorities.

Steps for using online module for Long Absence. (As per Annexure – I)

Module will reflect the report of students absent at District & Zone level, so that monitoring can be done by DDEs and EOs/DEOs.

In case of students who are absent for more than one month continuously without information, their names should be sent by the HOS to CRC's of SSA to make efforts/take steps to bring them back into regular school system.

All Head of Govt. Schools are directed to submit the information of long absence cases of respective schools in the **online absence module latest by 8th November 2013.**

All DDEs/EOs/DEOs to ensure compliance.

This issues with the approval of the competent authority.

　　　　　　　　　　　　　　　　　　　　　　　(Dr. Sunita S Kaushik)
　　　　　　　　　　　　　　　　　　　　　　　Addl. D.E.(School)

All HOSs/EOs/DDEs through MIS

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Copy to:-

1. SPD (SSA) for necessary action
2. P.S. to Director of Education
3. OS (IT) to paste on the website

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　　　　　　　　　　　　　　　　　　　　　　　A.D.E.(School)

Annexure – I

The link of long absence is available at 'Home page' on student module. Like on attendance – long time absence.

Steps for filling the online module for long absence.

First step: - open the page for filling up online long absent cases.

- Select 'Yes' if there are students who have been absent continuously for one month or more without information.

- Select 'No' if there are no cases of students absent for one month or more without information.

Second step: - Select class/section of the students.

Third step: - Select the name of the student then fill number of days for which student has been absent.

Fourth step: - Select 'No' if there are more student who have been absent for more than one month without information. This step is to be repeated for each absentee student.

Fifth step:- Issue letter at the end of each quarter i.e. (15th July, 15th September, 31st December and 28th February) to the parents of those students whose name are appearing in the long absence report.

Note: - A proper record of receiving of these letters by the parents should be maintained in the school.

- On making the entry in the long absence module the enrolment of the students will decrease classwise. This module will help to get the correct enrolment online, as the students who are not attending school for various reasons will appear in the report of long absence students.

- When and if the student reports back to the school, the module for "**Change in Status**" should be used.

- The HOS will now enter the name of the student in the module "**Change in Status**" on clicking on the name of the student the name will again be reflected in the list of students attending school and then the enrolment will also increase.

- Long time absence report will be available school wise.