Topic: Student Attendance

Question: What do I do about students who are not attending?

Answer:

1. Confirm student attendance for your class

2. Identify students who have not attended class to date and report these to cairns@ltu.edu.

3. Identify students whose class participation is inconsistent and reach out to them by phone and/or e-mail.
   a. Student information is available to professors through BannerWeb
   b. Communicate the importance of attending/participating in class
   c. Report students who fall in this category to cairns@ltu.edu

4. Include the student’s name, ID number and most recent date of attendance