

# Elementary Attendance Card Marking Procedures – General Information

**Please read through ALL instructions completely before working with any of the cards.**

You will receive 2 copies of each label for your students. These labels will include any student who also attended your RT for Invite-a-Friend. You have also received a student list that will include 2<sup>nd</sup> grade sneak peek students as well as those who dropped out.

One label is for the “Attendance Card – Secretary Record” (white) and one copy is for the “Attendance Card – Listener Record”. Complete the information on the right side of both cards. Include parent(s) first and last names.

Parents’ names are beneficial when calling into the home.

Birthdays are important to students – encourage Listeners to make note of this and send cards.

Parents notice this gesture and are pleased that we remember.

Make any information changes (addresses, phone numbers, etc.). Changes that are reflected on a permission form should be recorded on the label on the Listener Record as well as the Secretary Record. **DO NOT CHANGE POINTS** without checking with Joy El RT Administrative Assistant.

If the student does not have a label – please fill out all information **completely**.

If student says they were involved in RT at any school in the past, contact Joy El RT Administrative Assistant concerning points and bonus verse.

## **Awards Earned Grid**

Keeping track of awards earned and recording when the award is actually received are important because students have a way of “forgetting” when they have received an award. This also allows you to track their progress toward free camp.

## **Spiritual Decisions**

Make sure salvation decisions are reported to Joy El **ASAP**, so they can follow up with the students.

Please **DO NOT** wait until the end of the RT year to report all spiritual decisions.

## **Student Verse Sheet**

Each Student will receive 2 verse sheets each year. These are the only verses the student will receive (no verse cards). One will be given at the beginning of the year and one will be given after the Christmas break. These sheets will be different colors for each half of the year. Students may earn points on the same day they receive the verse sheet. The School

Coordinator/Teacher/Secretary may decide when to hand out the second half verse sheet. Students may say the Ten Commandments if they have not already done so for points. No verses from the sheet given for the first half of the RT year may be recited after the Christmas break. **Students may not say verses from past or future Units.** The students are expected to keep their verse sheets.

They may mark them as they recite, look up or explain the verses. This helps them to track their own progress. The verse sheets also have a place for students to record number of bonus verses said and to keep a running total of their verses. Should a discrepancy arise where the Listener and the student have differing totals, the Listener card will be the “official” record.

# Elementary Attendance Card Marking Procedures – Listener Record

Listeners will have a card to record student points that will stay with the Listener (in the packet). The secretary will take these cards at the end of each unit and record the points for each student. The card will have the label with information from previous years or be fully filled out by the Secretary. Please have the Listener review this information with the student and make changes to the label if necessary.

## Student Attendance

Circle the week # when a student is present and “X” the week # when the student is absent. During staff devotions, Listeners will be told what week number to mark.

RT secretaries will be looking at the Attendance Card – Listener Record to determine which students were present on a given week since they have to report this to the public schools.

If a student is absent and another student says he/she is in school then someone (Secretary, Listener, or Coordinator) needs to check on the reason why he/she didn’t attend.

**Affix label here or fill out all information completely if no label was given.**

**Circle the number of the week when the student is present. "X" the number of the week when the student is absent.**

**Each lesson verse can be recited 3 times during the Unit, (once each week).**

**ONCE during each unit the student can explain each verse in his own words and receive a point. Record the point in the "Explain" box.**

**ONCE during each unit the student can look up the verse in the Bible and receive a point. Record the point in the "Look-up" box.**

**Write number of bonus verses recited.**

**Record Step into Action Point.**

**Add total of each verse row.**

**Add Column for total points for unit.**

**Keep a running total of points including any previous points.**

Last Name: _____		First Name _____		Parent's Name _____					
Name _____		Phone _____		Room Name _____					
Address _____		Birthdate _____		Grade _____					
_____				Listener _____					
Attendance: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15									
<b>Unit 1 – Unit verses may ONLY be said in unit weeks.</b>		Mem	Mem	Mem	Explain	Look-up	Bonus	Row Total	
<b>Mark 16:15</b> - He said to them, "Go into all the world and preach the gospel to all creation.									
<b>Psalms 119:105</b> - Your word is a lamp for my feet, a light on my path.									
<b>Genesis 1:31</b> - God saw all that he had made, and it was very good. And there was evening, and there was morning- the sixth day.									
<b>Step into Action</b>		<b>1 Point for Step into Action for Unit 1</b>							Running Total Here
<b>TOTAL FOR UNIT 1</b>									

## Back of Elementary Attendance Card – Listener Record

The School Coordinator/Teacher/Secretary may decide when to hand out the second half verse sheet. At the first RT in January, the Listener will begin to use the back of the Attendance Card. Either the Secretary or the Listener should put a line through all of the weeks that were used on the front of the card. If the student got points for the Old Testament, New Testament, Ten Commandments, made a salvation decision or received a free Bible, this information should be transferred to the back of the card. Bonus verse should also be marked on the back so that the listener knows where to begin with the student.

Write student name on back of card. This can also be done at the beginning of the RT year.

Before the 1<sup>st</sup> RT in January, put a line through all the weeks that were used on the front of the card. The Listener will then begin marking the attendance on the next week.

Student Name:

Attendance: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

If there are **any dates** on this grid on the front of the card, those dates should be transferred to the back of the card. This could also be done by the Listener as the student accomplishes them throughout the first half of the year.

OT – 3 Points	/	/
NT – 2 Points	/	/
10 Commandments 3 Points	/	/
Salvation Decision	/	/
Free Bible Given	/	/

At the end of the RT year, total Units 7 through Easter.

<b>TOTAL FOR BACK OF CARD</b>	
<b>TOTAL FROM FRONT OF CARD (carry over from other side)</b>	
<b>TOTAL POINTS FOR THE YEAR</b>	

Carry over total from front of card.

Add points from front and back of card for the total points for the year.

# Elementary Attendance Card Marking Procedures – Secretary Record

Record salvation date in the appropriate box on both cards. Listener/Secretary should record when free Bible is given and this date should be recorded on both cards.

Salvation Decision	/ /
Free Bible Given	/ /

Record salvation decision from label. Record this on the Listener Card, front and back as well.

Record date when free Bible is given.

## Recording Points on the Grids

The grids have places to record all the points earned by the student throughout the year. All grids are on the front of the Secretary Record Sheet.

		Unit 1	Unit 2	Unit 3	Christ ma	Unit 4	Unit 5	Unit 6	Unit 7	Easter		
	Points for Unit											Points for year
<b>Accumulated Points</b>	Previous points here											Total Points
	Next Bonus Verse											Next Bonus Verse

Write previous points from label in the appropriate box on the point grid.

At the end of each Unit, write the date you record the points.

At the end of each Unit, record total points for the unit in the appropriate unit column.

At the end of the year, record total points for current year from Listener Record.

Add Unit points to previous points and record the total accumulated points.

Record next bonus verse at the end of each Unit (this is optional).

At the end of the year, record total accumulated points. This will include past years and current year.

At the end of the year, record the NEXT bonus verse. This will be where the student will begin next year. This is not optional.

## Elementary Secretary Responsibilities for Marking the Listener Record

Secretaries may decide how much marking they want the Listener to do on their records. There will be rows to total each week and a column to total at the end of each Unit.

At the end of the calendar year (half way through the RT year), Listener cards will need to be totaled and the total carried over to the back of the card.

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Should a discrepancy arise where the Listener card and the Secretary card have differing totals, the Secretary card will be the "official" record.

OT – 3 Points	/	/
NT – 2 Points	/	/
10 Commandments 3 Points	/	/
Salvation Decision	/	/
Free Bible Given	/	/

If there are **any dates** on this grid on the front of the card, those dates should be transferred to the back of the card. This could also be done by the Listener as the student accomplishes them throughout the first half of the year.

<b>TOTAL FOR CHRISTMAS UNIT</b>	
<b>TOTAL FOR FRONT OF CARD (Units 1 through Christmas)</b>	

After last RT in December, add total points for Units 1 through Christmas. Carry this total to the back of the card.

At the end of the RT year total Units 4 through Easter.

<b>TOTAL FOR BACK OF CARD</b>	
<b>TOTAL FROM FRONT OF CARD (carry over from other side)</b>	
<b>TOTAL POINTS FOR THE YEAR</b>	

Carry over total from front of card.

Add points from front and back of card for the total points for the year. This number will then be transferred to the **Secretary** copy of the Attendance Card.