

School Related Field Trip/Function – SUBMITTING ROSTERS

ONE WEEK PRIOR: **EXCEL Roster > Alpha Order > column one last name > column two legal first name

> Submit as attachment in email to Lorrie Wolff (“cc” Western High Staff)

DAY BEFORE BY 2:00 PM: only IF there are any changes > submit FINAL Roster as attachment in email to

Lorrie Wolff

DAY BEFORE BY 3:45 PM: Field Trip Roster – I will email staff

ABSENCES: **Teacher** is responsible for emailing the staff the list of student name(s) who did not attend

Field trip/function

Last	First
Frazier	Jennifer
Long	Sally
Miles	Patrick
Minor	John
Neal	Barry
Smith	Michael
Smith	Stephen
Thompson	Ann
White	Ann