

## Attendance correspondence

Type: Face-to-face or webinar

Duration: 1.5 hours

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### What is the benefit of this session?

This course is part of SPS's Short Courses range. The aim of this session is to show users how to effectively use the correspondence tools for attendance. The audience for these short courses may vary as some are for more experienced educators who want to enhance their professional development portfolios, while others are for all educators – those with and without a great deal of experience. Participants will have an opportunity to post questions during the webinar or face-to-face sessions.

### Recommended attendees

School Attendance Administrators and Clerical Staff.

### Key Outcomes

- Who can I correspond with?
- What correspondence tools are available?
- Correspondence modes for Attendance
- Pre-sets and configuration

### Australian Professional Standards for Teachers ([AITSL](#)) addressed

4.1, 4.4, 6.2, 6.4, 7.2, 7.3