

STUDENT ATTENDANCE ACCOUNTING-REGULATIONS

Attendance must be recorded at least once daily for students in Grades K-5. Attendance for all other students (Grades 6-12) must be recorded during each period of instruction, the sole exception being when a student does not change classrooms.

- At the designated time or at the conclusion of each class or school day, all attendance information must be provided to the designated staff member responsible for the attendance function. All areas where students meet with non-instructional staff (Ex: Guidance, Nurse, I.S.S., Administrative Offices) will send the staff designee a daily log of students who reported to their area. Staff members not reporting accurate attendance information on a daily basis will be reported to building administration.
- All attendance reports must contain specific codes with the complete explanation of each code listed on the report.
- Attendance reports must be made available to and checked by the Building Principal or designee in an expeditious manner.
- Attendance data will be analyzed periodically to identify patterns or trends for individual students or groups.
- Attendance incentives will be developed on a building –to- building basis. Quarter, Semester, and Yearly awards should be considered as incentives for encouraging students with perfect attendance and punctuality. In addition, students whose attendance has improved significantly will also be recognized