

Attendance Monitoring/Accounting

All attendance accounting in the school district shall be in conformance with the provisions made by state law and the regulations of the State Department of Education.

Teachers shall have initial responsibility for the recording of daily attendance in their classes. All other record-keeping and administrative attendance accounting matters shall be the responsibility of the principals of each school.

The superintendent's office shall have final responsibility for the development of consistent attendance accounting procedures district wide, and for making such reports to the State Department of Education and other authorities as are required by law.

Adopted: 11/22/77

Revised to conform with practice: date of manual adoption

Reviewed: 12/15/16