

**REGULATION****REGULATION****STUDENT ATTENDANCE RECORDS****Attendance Records**

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class or program for that period of instruction. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

The names of students shall be entered on the appropriate attendance forms. For elementary school students morning and afternoon attendance shall be reported. Secondary schools shall report attendance each period.

A master list of student absences will be prepared daily from attendance reports received in the office.

The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained and reported.

**Record Keeping and Reports**

The following records shall be kept for each student with absences exceeding the individual prevention level of 5% or more who have been enrolled for 10 days or more.

- Attempts to notify the parent of student absences on any given day.
- Attempts to improve attendance by a talk with parent.
- Attempts to meet with the parents to discuss intervention strategies, and
- Intervention strategies implemented to support keeping the student in an educational setting.