

District Procedure

Book:	District Procedure
Section:	E - Business Management
Title:	Student Attendance Records
Number:	EFAA
Status:	Active
Legal:	
Adopted:	11/12/1987
Last Revised:	
Last Reviewed:	

Policy Detail

Every teacher shall maintain an accurate record of the daily attendance of each student. This information shall be used for School System purposes such as report cards, permanent records, Full Time Equivalent (FTE) reporting, and state attendance reporting. Instructional Services, Student Services and Management Information Systems (MIS) regulations shall be maintained detailing the means for daily attendance recordkeeping and compilation of these attendance records for school, system, and state reports.

Cross References: [EFAA – Student Attendance Records Policy](#)