

Attendance Records for the School Year

Section 1. General. A Student Attendance Card and/or a Weekly Attendance Report Form will be provided by the Data Processing Center for school offices to maintain a record of individual student information and will be distributed to requesting schools prior to the beginning of the school year.

Section 2. Procedure. The body of the Student Attendance Card consists of a July through June school year calendar which shows days Monday through Friday. Each weekday is allotted space for a computer printed character or a handwritten mark. Only one (1) computer printed character will appear in a space. The following codes are computer printed:

- * - Summer Vacation - (not part of school year)
- N - No School Day for Students
- S - End of Semester Days
- End of Grade Period Days

To post daily exception attendance to the Student Attendance Card or Weekly Attendance Report Form, mark the following codes in the dates involved in the calendar:

- X - Absent entire day regardless whether or not absence is excused or unexcused
- Absent A.M. (arrives after midpoint of school day) regardless of whether or not the absence is excused or unexcused
- / - Absent P.M. (leaves before midpoint of school day and does not return) regardless of whether or not the absence is excused or unexcused
- T - Tardies (unexcused); early releases (unexcused): not recorded absent as defined in the previous three notations
- W - Withdrawal
- C - Schools closed due to emergency

To post daily exception attendance to the Student Attendance Card, but not on the Weekly Attendance Report Form, mark the following codes in the dates involved in the calendar:

- A - Late arrivals (excused); early releases (excused); not recorded as absent as defined in the first three (3) notations in the previous paragraph.

Section 3. Instructions. The following directions are provided to clarify the recording of pupil attendance:

1. A student is not considered enrolled until he/she attends school; however, those students who pre-registered are to be marked absent if he/she is not in attendance. If a student has not pre-registered, then he/she is to be enrolled on the day he/she registers and attends class.
2. Students in grades K-12 who register on the Registration Day as noted on the official calendar in Policy 6111 will be counted as enrolled.
3. Students who were expected to attend a school at the start of the school year, but were not in attendance, may be removed from the computer files by following the NO SHOW procedures outlined by the Data Center.
4. An absence after one hour will be marked a one-half day of absence if such absence is no more than four hours, otherwise such will be marked as a full day's absence.
5. If school is in session, but a student does not attend school because the bus is unable to traverse the established route or the parent decides that road conditions are unsafe in their area, the student will be counted as present if the parent sends a note indicating hazardous road conditions as the reason for being absent and if the absence is approved by the Director of Transportation and the Executive Director of Student Services.
6. The number of days in each grading period will be as indicated on the official calendar as noted in Policy 6111.
7. Total Student Days reported at end of school year will include only those days that schools were in session. No school days are to be subtracted from Total Student Days listed in the school calendar if school is closed for the entire day unless such day(s) occurs during the official ADA 20 day report period.
8. Students are not to be marked absent on the Attendance Sheets for emergency closing days. The necessary adjustment for all students will be made by the Data Center for such days. If it

becomes necessary to close an individual school, it will be the responsibility of the respective school principal to manually adjust end-of-year report totals from the Data Center.

9. During the school year, there will be some cases of internal transfers. The days of attendance are to be counted by the school where those days are actually attended. However, these students are counted as being enrolled only by the school in which they are enrolled when the final report is made.

State reports will be completed by the principal or his/her designee and forwarded to the Executive Director of Student Services.