

Proposed

STUDENTS

Enrollment and Attendance Records

Enrollment and attendance records shall be maintained in each school building. At the conclusion of the year, the enrollment and attendance information shall be recorded on the student's permanent record card.

The attendance registers shall remain in the school building for a period of five (5) years, after which time they shall be sent to the district office to be destroyed.

Annually, each school shall report to the district actions taken to reduce any student's absenteeism following the student's fifth absence in one month, or tenth absence in one year. The district shall report this information annually to the superintendent of public instruction:

1. The number of enrolled students and the number of excused absences;
2. The number of enrolled students with ten (10) or more unexcused absences in a school year or five (5) or more unexcused absences in a month;
3. A description of any programs or schools developed to serve students who have had five (5) or more absences in a month or ten (10) in a year, including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports shall also describe any placements in an approved private nonsectarian school or program or certified program under a court order; and
4. The number of petitions filed by a school or a parent with the juvenile court.

The information in these reports shall not disclose the names or other identification of the students or parents.

For purposes of enrollment count, a "full-time equivalent student" shall be:

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| Grade K: | 20 hours or more per week or four hours or more for 90 scheduled days, or 10 hours or more per week or two hours or more for 180 scheduled days. |
| Grades 1-3: | 20 hours or more per week, or four hours or more for 180 scheduled days. |
| Grades 4-10: | 25 hours or more per week, or five hours or more for 180 scheduled days. |
| Grades 11-12: | 25 hours or more per week, or five hours or more for 180 scheduled days; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program. |

Normal class change/passing time may be counted as part of this requirement. Noon intermission, however, is excluded.

No student may be counted on any school or program enrollment report who has been absent consecutively from school for two (2) consecutive monthly enrollment report days (first of the month), unless attendance is resumed. or there is agreement between the school and the parent relative to the student's temporary absence (not to exceed twenty (20) consecutive days).

Revised: June 24, 1992
Revised: March 27, 1996
Revised: August 28, 1996