

## Student Accounting Handbook

**Important:** In no case should attendance personnel be assigned the responsibility of determining a student's coding information. Special program staff, directors, and/or teachers should provide attendance personnel with names and coding information of students who are eligible, whose documentation is in order, and who are being served in accordance with an individualized education program (IEP). Special program directors and/or staff are responsible for reviewing special program data for accuracy and totals for accuracy and completeness. They are also responsible for ensuring that attendance personnel are aware of any changes in a student's services and the effective dates of such changes. The attendance personnel are then responsible for entering the changes in the detailed students attendance accounting system. This should be done every six weeks.

### Program Areas:

- General Attendance
- Special Education
- CTE
- Bilingual/ESL
- Pre-Kindergarten
- Gifted and Talented
- Non-Traditional