

POLICY 4095

Student Attendance Reporting

- A. Attendance is essential to assist students in achieving maximum levels of academic performance and therefore attendance reporting develops behaviors that support lifelong success.
- B. For grades 6-12, attendance will be recorded promptly by the teacher during each period, normally within the first ten (10) minutes of class.
- C. For grades pre-K-5, attendance will be recorded promptly by the teacher each day during the morning, normally prior to 10:00 A.M., or in accordance with procedures of the individual school.
- D. Teachers will keep attendance records current, accurate, and updated on the District's electronic grade book to ensure parents receive accurate data regarding their student's attendance. The electronic grade book will allow parents online access to the most current information about student attendance and support the District's notification system.