

BUSINESS SERVICES

OPERATIONS

STUDENT ATTENDANCE ACCOUNTING

The reporting of all student attendance to required agencies shall be centralized in the Business Services Office.

For both elementary and secondary attendance accounting, attendance shall be taken daily and the procedures as described in Section I of the "Procedural Manual for Attendance Accounting" dated September 1979 shall be followed.

Teachers and building clerks shall be responsible for proper markings and maintenance of accurate records.

The principal shall have the final responsibility for accurate school site attendance accounting.

Legal References: Education Codes 35020, 35250

Revised: April 19, 1988