

STUDENT ATTENDANCE ACCOUNTING

It shall be the duty of each building Principal to manage procedures to maintain accurate and up to date attendance record of all students attending in that building. The record must show the name of the student, the starting and ending dates of attendance for that pupil, the number of days present, and the number of days absent. All attendance records shall be in written form and recorded in the district's student data management system.

LEGAL REFS.: Code of Iowa, Chapters 294.4, 442.4
Iowa Administrative Code, 670--3.2(12) through (17); 3.3(9) and
(10)

Adopted prior to: 10/75
Revised: 2/16/82
Revised: 3/21/94
Reviewed: 10/19/98
Reviewed: 4/14/03
Revised: 11/17/03
Reviewed: 5/16/05
Reviewed: 11/17/08