Enrollment and Attendance Records

Enrollment and attendance records shall be maintained in each school building. Principals shall establish procedures to ensure that accurate and timely reports are forwarded to the Central Office as needed. Enrollment data for submission to the Central Office shall be updated by the end of the appropriate reporting day. At the conclusion of each year, enrollment and attendance information shall be recorded on the student's permanent record card.

Attendance records shall be maintained in each school building for a period of five (5) years, after which they shall be destroyed.

No student may be counted on any enrollment report after having been continuously absent for a period encompassing two (2) consecutive monthly enrollment reporting days unless enrollment is resumed or there is agreement between the school and the parent relative to the student's temporary absence for a period not to exceed twenty (20) consecutive school days.