
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.

Annually each school shall report to the District actions taken to reduce any student's absenteeism following the student's fifth absence in one month, or tenth absence in one year. The District shall report this information annually to the State Superintendent of Public Instruction:

- 1) The number of enrolled students and the number of unexcused absences;
- 2) The number of enrolled students with ten or more unexcused absences in a school year or five or more unexcused absences in a month;
- 3) A description of any programs or schools developed to serve students who have had five or more absences in a month or ten in a year, including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports shall also describe any placements in an approved private, nonsectarian school or program under a court order.
- 4) The number of petitions filed by a school or parent with the juvenile court.

The information in these reports shall not disclose the names or other identification of the students or parents.

For purposes of enrollment count, a "full-time equivalent student" shall be:

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| Grade K | 20 hours or more per week or four hours or more for 90 scheduled days, or 10 hours or more per week or two hours or more for 180 scheduled days. |
| Grade 1-3 | 20 hours or more per week or four hours or more for 180 scheduled days. |
| Grade 4-10 | 25 hours or more per week or five hours or more for 180 scheduled days. |
| Grade 11-12 | 25 hours or more per week or five hours or more for 180 scheduled days; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program. |

Alternative Learning Experiences: full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-12-182(4).

Normal class change/passing time may be counted as part of this requirement. Noon intermission, however, is excluded.

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.

Procedures for handling excused and unexcused absences are outlined in Policy 3200, Student Rights and Responsibilities.



PROCEDURE REVISED *March 27, 1995*
RENUMBERED *May 12, 2003*
REVISED *March 8, 2004*