

Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Attendance Accounting:

It will be the policy of this District to maintain a system of student attendance accounting which will show the number of days present and absent for each enrolled student for the purpose of informing parents of a student's attendance record. The record of attendance for each student will be entered upon his or her permanent student record.

Each building principal will establish a system of accounting to deal with absences and truancy under which all student absences will be classified. Such accounting system will be subject to the approval of the Superintendent.

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four (4) hours for grades 1 through 12 (1-12) and at least two and one-half (2 ½) hours for kindergarten) under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the District.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. Student attending school in another state bordering the student's resident district shall be counted for purposes of ADA. Funding for districts is based on ADA and must be accurate.

Legal Reference: I.C. § 33-1001 Definitions
I.C. § 33-1002E Pupils Attending School in Another State
IDAPA 08.02.01.250.05 Day of Attendance (ADA) – Grades One Through
Twelve (1-12)
IDAPA 08.02.01.250.03 Day in Session When Counting Pupils in
Attendance
IDAPA 08.02.01.250.04 Day of Attendance - Kindergarten

Policy History:

Adopted on: August 11, 2014

Revised on: