



## **5200.2: ATTENDANCE REPORTS**

**I. Attendance reports are due each month at a designated time.**

**A. Elementary attendance reports should include the following information:**

- 1. Each teacher's class enrollment for the beginning of the year, the previous month, and the present enrollment.**
- 2. Number of drops and adds.**
- 3. Number of students by grade and**

**B. Secondary attendance reports should include the following:**

- 1. Each grade's enrollment for the beginning of the year, the previous month, and the present enrollment.**
- 2. Number of drops and adds.**
- 3. Number of students by grade**

**Date of Adoption**

**February 4, 1974**

**Date of Revision**

**September 11, 2000**

**April 17, 2017**

**Reaffirmed**

**February 16, 2009**

**April 1, 2024**

## **Related Policies and Rules**

**[5200: Attendance](#)**

**[5200.1: Attendance, Tardiness, and Excessive Absenteeism](#)**