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
Related Policies and Rules

5200: Attendance

5200.1: Attendance, Tardiness, and Excessive Absenteeism