



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](#)