

Student Attendance Records

It shall be the responsibility of the superintendent or designee to assure that adequate records are maintained for each pupil in accordance with state statutes and Department of Education rules and regulations. The superintendent or designee shall assure that adequate protection is maintained for all such records from fire, theft, or damage. Adequate procedures and policies should be implemented to assure the confidentiality of student records.

As part of the School District's records, the daily attendance of each student is recorded and maintained on file with the permanent records of the board secretary. It is the responsibility of principals to ensure that such reports are filed with the board secretary or their designee as the custodian of records.

Adopted: August 12, 1968
Reviewed: September 10, 2018
Reviewed: March 18, 2024
Reviewed: May 19, 2025