

**STUDENT ATTENDANCE ACCOUNTING PROCEDURES**

K - 8

There will be an attendance record kept by all K - 8 classroom teachers. It is the principal's responsibility to ensure that all records are kept up-to-date and legible. These records are to be submitted to the superintendent or designate for filing purposes during the fall term of each year.

9 - 12

Subject attendance will be recorded by the subject teacher on each day of class. It is the principal's responsibility to ensure that these records are up-to-date and properly filed at the school.

Principal's Monthly Report

Principals will submit the report to division office at the end of each month, with the following information:

- Enrolment by grades;
- Student transfers;
- Student withdrawals;
- Student absenteeism.

All attendance is recorded and controlled through the division office. Division policy is as follows:

- a) The principal must report students with less than 80% monthly attendance unless absence is deemed unavoidable by the principal.
- b) The principal may report students who have attended more than 80% but whose attendance they deem unsatisfactory.
- c) When the principal reports a student to the superintendent or designate for action, this should be indicated.
- d) The parent(s)/legal guardian(s) of said students will be notified.



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If the student does not return to the school or attendance is not satisfactory following contact with the parent(s)/legal guardian(s), other action will be considered by the superintendent.

Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):
Procedure: JHBB	Guidelines:	Exhibit: JHBB-E