

STUDENTS

BP5230

ATTENDANCE RECORDS; ATTENDANCE SHEET

Attendance shall be recorded and kept according to pertinent state laws and regulations of the State Board of Education.

Teachers/Parents are required to take attendance in classes taught by them, and shall do so personally. Attendance taking and recording shall not be delegated to students.

CCA will provide its teachers/parents with an attendance sheet. The attendance sheet must be kept in a place of safe keeping and turned into the school no later than ten (10) working days after the close of the school year. Teachers/Parents who fail to submit the attendance sheet in the time allotted may face board action.

Teachers/Parents must verify by signature that the attendance recorded is true and accurate to the best of their knowledge.

LEGAL SURNAMES

All students shall be recorded by their legal name, as documented in a legally acceptable birth record or in a court order of change of name.

Policy adopted: November 12, 1998
Revised: