

Student Attendance Accounting

In order for the district's chief administrator to certify the student accounting accuracy, the following requirements will be used to assure that student attendance records are maintained in an accurate and timely manner. Such records will provide accurate and detailed information regarding student attendance for purposes of reporting attendance information to other agencies or parents.

Attendance Accounting Requirements

Each school will maintain daily and quarterly student enrollment records using the district's computerized data entry, storage and retrieval system.

Student entry, re-entry and withdrawal must be entered into district computer files no later than two days following such occurrence.

Verification of such entry and related accuracy will be verified weekly by building attendance clerk and principal, utilizing the computerized report of the school's enrollment. This report will be printed at the first of each week summarizing the previous weeks detailed enrollment.

All student accounting codification will be in accordance with approved Oregon Department of Education and Oregon Total Information Service uniform definitions.

Special student enrollment status such as tutorial or nonresident will be assessed by the building attendance clerk after confirmation for entry by the deputy clerk of the district.