

Vale School District 84

Code: **JE-AR**
Revised/Reviewed: 12/6/94; 9/10/08
Orig. Code(s): JE-AR

Attendance Procedure

Elementary school attendance is taken each day by the teacher. Middle school and high school attendance is taken for each class period of the day by the teacher.

Roll slips are turned into the office or are picked up during each period by office personnel and transferred to a master roll sheet. All discrepancies are checked before being transferred to the master roll sheet.

Absences are kept by either a half day or full day absence. This is determined by the number of periods missed per half day. A student must be absent two periods to be marked for a half day absence. Each half day is considered separately.

Class record books will be supplied to each teacher in which all grades, tardies and absences are to be carefully kept as a permanent record. Class record books are to be turned in to the principal's office at the close of school.