

Student Attendance Accounting

It shall be the policy of the district to maintain student attendance records in accordance with Oregon Revised Statutes and applicable Oregon Administrative Rules. The following procedures are implemented to insure accuracy control in its student accounting and reporting:

1. Attendance clerks will be trained in proper student accounting procedures, have access to and be familiar with rules and instruction manuals;
2. All individual student entries for enrollment, membership and attendance shall be recorded in the Oregon School Register (or its equivalent) on a daily basis. Legal residency will be verified within one week of enrollment;
3. All daily attendance source records shall be retained for at least two years or until auditors verify the accuracy of reported data;
4. The Oregon School Register, or its equivalent, shall be retained on a permanent basis;
5. Any pre-enrolled student who fails to attend shall not be counted in membership;
6. When a student withdraws he/she will be dropped from the roll on the next regularly scheduled school day following the last day of attendance. If a student's withdrawal status cannot be determined, the student may be carried as absent for a maximum of 10 consecutive school days and shall be withdrawn on the 11th consecutive school day;
7. Each student shall be checked for legal residency at the time of enrollment and shall be correctly reported. Nonresident student's attendance records shall be maintained in accordance with provision of Form 581-3202 as revised;
8. An appropriate FTE (full time equivalency) shall be assigned to each student to the nearest tenth;
9. Home instruction students shall not be carried on the roll. However, the number of hours of home instruction by licensed staff shall be maintained and reported separately on state approved forms;
10. Students shall not be counted on the rolls of more than one instructional program;
11. Tardiness and absence shall be accounted as follows:
 - a. A student shall be counted as tardy if he/she reports to school after the morning take-up-bell;
 - b. A student shall be counted as in attendance for a full day, if he/she participates in over 50 percent of his/her regular instructional program;

- c. A student shall be counted in attendance for a half day if he/she reports to school for any part of the morning session, or if he/she misses the total morning session and reports for any part of his/her regular postlunch session.
12. All entries shall be checked by a second person before forwarding to the Department of Education and reports shall be submitted in a timely manner to the Department of Education as follows:
- a. Quarterly report forms should be turned in no later than 10 days following the end of each quarter;
 - b. Annual report forms should be filed with fourth quarter report;
 - c. Certification of Student Attendance Accounting Data forms shall be submitted with Annual Report (June 30) each year;
 - d. Non-resident reporting forms for quarter ending December 31 and year ending June 30.

END OF POLICY

Legal Reference(s):

[ORS 326.310](#)

[ORS 339.065](#)

[OAR 581-021-0046\(5\)](#)

[OAR 581-021-0050](#)

[OAR 581-022-1130](#)

[OAR 581-022-1660](#)

[OAR 581-023-0006](#)