

**ADMINISTRATIVE PROCEDURE NO. 108****ATTENDANCE OFFICER****Background**

The Superintendent has been designated as the attendance officer for the Division as is required under the *School Act*.

**Procedures**

1. The Superintendent has been given the authority by the Board to designate the Associate Superintendent-Student Services as an attendance officer of the Division.
2. The responsibility for the supervision of student attendance rests with the administration at each school. Serious attendance problems shall be referred by the principal to the attendance officer who will take appropriate action.
3. Principals must complete the required Alberta Learning form and submit it to the Superintendent. This form is available through the Superintendent's Office.