

ADMINISTRATIVE PROCEDURE NO. 331**STUDENT ATTENDANCE RECORDS****Background**

It is important that schools keep accurate attendance records on all students registered in Divisional schools in order that accurate financial and educational planning can occur.

Procedures

1. The principal shall set up acceptable procedures for the accurate and consistent reporting of student attendance.
2. The student attendance records shall possess the following:
 - a. A monthly attendance register or computer listing of all students enrolled in classroom or program which would be used to record the total days present or absent.
 - b. Each student shall be identified by name, student identification number, address and birth date.
 - c. The teacher shall sign and certify each monthly register or attendance record as being correct.
 - d. The guidelines determined by the principal shall apply to all forms used to maintain student attendance.
 - e. The original approved attendance records shall be retained in the school general office.
3. School personnel are to be aware that an enrolled student for provincial funding purposes must be enrolled and attending classes on September 30.