

Related Entries: (Not identified at this time)

### Student Attendance Reporting

The following procedures shall be used to ensure that the laws and Rules of the State regarding the reporting and maintenance of automated student attendance records shall be followed for any student in grades PK through 12 enrolled in District schools:

- (1) Student attendance records shall be maintained for any student enrolled in school who is earning high school credit, who is funded as provided in the Florida Education Finance Program (FEFP) and the Appropriations Act, or who is of the compulsory school attendance age and required to be in attendance.
- (2) The presence, absence, or tardiness of each student shall be recorded once each day at a time or times prescribed by each school principal and all absent and tardy students shall be recorded daily in the automated student attendance recordkeeping system, as described by the Department of Education Student Attendance Recordkeeping System requirements, as provided in rule 6A-1.0014.
- (3) For all students in grades PK-12, daily attendance records shall be stored at the school for the 180 day school year and its associated summer school session(s). This data will be maintained at the school for three years or longer, if applicable audits have not been completed.
- (4) It is the responsibility of the school principal to define a particular time of the school day that daily attendance will be taken for PK-12 students. Daily attendance must be taken and reported at the same designated time for all students.
- (5) A student shall be deemed to be in attendance if actually present at school or away from school on a school day and engaged in an educational activity which constitutes a part of the school-approved instructional program for that student.
- (6) When a student enrolls in school, including noncompulsory-attendance-aged students, he/she shall be required to be in regular attendance.
- (7) The District shall permanently maintain attendance records for all students and produce hard copy reports on demand for State auditing and monitoring purposes.
- (8) The principal shall be responsible for the administration of all Florida Statutes, State Board of Education Rules, and School Board Policies and procedures pertaining to student attendance, for the accurate reporting of attendance in the school under his or her direction. The principal shall assure that all teachers, clerks and appropriate staff are instructed in the proper recording of attendance, and shall ensure that

46 proper attendance procedures are followed. The principal or designee shall inspect,  
47 monitor and ensure the accuracy of each teacher's register of attendance during the  
48 school year. The principal shall sign all attendance reports and the principal's  
49 signature shall be deemed to certify that all records have been kept as prescribed  
50 by law and rules. An attendance report containing any material inaccuracies,  
51 resulting from willful or intentional falsification of data or negligence by or for of the  
52 principal, shall be considered a false report for which the principal shall be  
53 subjected to penalties as provided by law.

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56 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1003.23, 1011.60(2), F.S. and SBER  
57 6A-1.0014 and 6A-1.044

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59 Adopted: 10/19/10 (formerly 4.011)