

## ATTENDANCE RECORDS

The districts will comply with the Education Code in attendance accounting. All records of attendance will be maintained as prescribed by the law and in an organized manner. Such records will be maintained in district offices for a minimum of three (3) years.

Attendance in all schools and classes shall be recorded and kept according to pertinent state law and regulations of the State Board of Education.

Teachers are required to take attendance in classes taught by them, and shall do so personally. Attendance taking and recording shall not be delegated to students.

The appropriate school personnel shall receive daily attendance reports from teachers and insure that the data is placed in the computerized attendance accounting system. All documentation (e.g. notes the parents, physicians and telephone documentation) shall be maintained at the school site until the system is audited by the district's auditor's. Such documentation shall include regular daily attendance records for Saturday School, contract study, home teaching, and monthly and yearly summary/data. Upon completion of the audit of fiscal records, all of the documentation for attendance accounting shall be forwarded to the fiscal office.

### Legal Surnames

All students shall be recorded and referred to by their legal surname, as documented in a legally acceptable birth record or in a court order of change of name. A request from a parent or a student that a student's surname be changed in school records will not be honored without legal documentation, or special permission from the superintendent or designee.

### Legal Reference:

#### EDUCATION CODE

46000

Records

#### CALIFORNIA ADMINISTRATIVE CODE, TITLE 5

400 et seq. Attendance records and accounting