
ENROLLMENT AND ATTENDANCE RECORDS: 3120P

Enrollment and attendance records shall be maintained in each school building. At the conclusion of the year, the enrollment and attendance information shall be recorded in the student's permanent record.

The attendance records shall remain in the school building for a period of five (5) years, after which time they shall be destroyed.

Annually each school shall report to the District actions taken to reduce any student's absenteeism following the student's fifth (5th) unexcused absence in one month, or tenth (10th) unexcused absence in one year.

The District will report this information annually to the Superintendent of Public Instruction:

1. The number of enrolled students and the number of unexcused absences;
2. The number of enrolled students with ten (10) or more unexcused absences in a school year or five or more unexcused absences in a calendar month;
3. A description of any programs or schools developed to serve students who have had five (5) or more absences in a calendar month or ten (10) in a school year including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports shall also describe any placements in an approved private nonsectarian school or program or certified program under a court order; and
4. The number of petitions filed by a school, against a student or a parent, with the juvenile court.

The information in these reports shall not disclose the names or other identification of the students or parents.

For purposes of enrollment count, a "full-time equivalent student" shall be:

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| Grade K: | 20 hours or more per week or four (4) hours or more for 90 scheduled days or 10 hours or more per week or two hours or more for 180 scheduled days. |
| Grade 1-3: | 20 hours or more per week or four (4) hours or more for 180 scheduled days. |
| Grade 4-10: | 25 hours or more per week or five (5) hours or more for 180 scheduled days. |
| Grade 11-12: | 25 hours or more per week or five (5) hours or more for 180 scheduled days; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program. |

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Alternative Learning Experiences: Full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-121-182.

Normal class change/passing time may be counted as part of this requirement. Noon intermission, however, is excluded.

For apportionment purposes, no student may be counted on any school's or program's enrollment report who has been absent from school for more than twenty (20) consecutive school days until attendance is resumed. No part-time student that has not attended school at least once within a period of twenty (20) consecutive school days may be counted as an enrolled student until attendance is resumed. School days are defined as regularly scheduled instructional days for the general population of the school or district the student is enrolled in, regardless of the student's individualized schedule.

Students of compulsory attendance age shall remain the responsibility of the school for tracking purposes until they have enrolled in another school or met the criteria outlined in RCW 28A.225. School/district designee shall make appropriate efforts to locate students who have been withdrawn and have not yet been enrolled in a new district.

With students transferring to a new district during the school year, the **receiving school** or school district shall include the unexcused absences accumulated at the previous school/district for purposes of filing truancy petitions.

The sending school district shall provide this information to the receiving school, together with a copy of any previous assessment as required under RCW 28A.225.020(1)(c) of this section, history of any best practices or researched-based intervention previously provided to the child by the child's sending school district, and a copy of the most recent truancy information including any online or written acknowledgment by the parent and child, as provided for in RCW 28A.225.020.

When enrolling/withdrawing students, school attendance designee shall request/provide the following:

1. Attendance records
2. WARNS (or other appropriate assessment) findings
3. Attempted interventions
4. Signed Parent Attendance Letter (if obtained) or documented attempts
5. Copy of Truancy Petition and any filed Motions and Orders

Procedures for handling excused and unexcused absences are defined in 3122P (section defining excused and unexcused absences).