PROCEDURE - ENROLLMENT

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

The attendance registers will remain in the school building for a period of 5 years, after which time they will be sent to the district office to be destroyed.

Annually each school will report to the district office actions taken to reduce any student's absenteeism following the student's fifth unexcused absence in one month, or tenth absence in one year.

The district will report this information annually to the superintendent of public instruction:

A. The number of enrolled students and the number of unexcused absences;
B. The number of enrolled students with ten or more unexcused absences in a school year or five or more unexcused absences in a month during a school year;
C. A description of any programs or schools developed to serve students who have had five or more unexcused absences in a month or ten in a 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 will also describe any placements in an approved private nonsectarian school or program or certified program under a court order; and
D. The number of petitions filed by the district with the juvenile court**.**

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

For enrollment reporting for state funding purposes, a student is reported as a full-time equivalent (FTE) based on their enrolled weekly minutes. 1,665 weekly minutes or 27 weekly hours and 45 minutes equals 1.0 FTE for all grades.

Passing time between classes and recess time may be included in a student's weekly minutes. However, time for meals is excluded.

Students attending school less than 1,665 weekly minutes are reported as a partial FTE. To calculate the student's FTE, divide the student's enrolled weekly minutes by 1,665.

Adopted: 05/2015
Revised: 02/2023

Alternative Learning Experiences: FTE will be determined by the estimated weekly minutes of learning in the written student learning plan pursuant to WAC 392-121-182.

No student may be counted on any school's or program's enrollment report who has been absent from school for more than twenty consecutive school days until attendance is resumed. No part-time student that has not attended school at least once within a period of twenty 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.

Procedures for handling excused and unexcused absences are defined in 3122P, Excused and Unexcused Absences.

Adopted: 05/2015
Revised: 02/2023