

CAMBRIAN SCHOOL DISTRICT
Board Policy

Administrative Procedure 5114

Adopted: June 11, 2002

Page 1 of 1

STUDENTS

Pupil Attendance Accounting

Roll Call

For the effective management of the schools in the district and for the protection of pupils, roll shall be taken daily in each class by the classroom teacher. In situations where the student changes classes, roll will be taken by teachers in each class the student attends.

Register Keeping

- A. The Principal is responsible for submitting a Monthly Attendance Summary. Summaries and Monthly Attendance Reports are to be sent to District Office no later than three days after the end of the school month.
- B. The Principal shall instruct the school staff on proper procedures for Attendance keeping.
- C. The Principal shall maintain records of children entering and transferring from their school in order to verify register data.
- D. The Principal may delegate portions of attendance keeping procedures to his/her secretary.