

ATTENDANCE

STUDENT ATTENDANCE ACCOUNTING
(Missing and Absent Children)

A pupil, at the time of his/her initial entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of the required documents, the principal shall notify the policy department having jurisdiction in the area where the student resides, of this fact, and of the possibility that the student may be a missing child.

The principal will request school photographers to provide file photos of all students photographed.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The District staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. Should the parent not notify the school, the principal (or designee) shall notify a student's parents, custodial parent, guardian, legal custodian or other persons responsible for him/her when the student is absent a full day from school. The school will make and document at least two attempts to call the parent at home or work. For those families without a phone, the school will request the phone number of an alternate person to notify. After three consecutive days of absence in which the school is unable to contact a parent/guardian by phone, written notice will be sent or an attendance officer will be dispatched. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The District in conjunction with the local authorities may institute a voluntary finger printing program.