

**ATTENDANCE RECORDS**

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised December, 2004	Attendance Attendance Records Records

It is very important that accurate attendance records be kept since the state apportionment of school funds is based upon attendance each year.

Each teacher is responsible for accurate reporting of daily attendance in his/her classroom.

Building administration will give each teacher instructions for keeping attendance records. A weekly attendance report will be submitted to the Business Office by the administration.