

Attendance

STUDENT ATTENDANCE RECORDS--SPECIFIC REQUIREMENTS AND PROCEDURES

I. Attendance Records and Reports Required

All officials, teachers, and other employees in public, parochial, denominational, and private schools, including private tutors, shall keep all records and shall prepare and submit promptly all reports that may be required by law and by regulations of state and district boards.

Such records shall include a register of enrollment and attendance and all such persons named above shall make such reports therefrom as may be required by the state board. The enrollment register shall show the absence or attendance of each child enrolled for each school day of the year in a manner prescribed by the state board. The register shall be open for the inspection by the superintendent or designated school representative of the district in which the school is located. Violations of the provisions of this section shall be a misdemeanor of the second degree, punishable as provided by law.

Falsification of attendance records; penalty. - The presentation of reasonable and satisfactory proof that any teacher, principal, any other school personnel or school officer, has falsified or caused to be falsified attendance records for which he is responsible shall be sufficient grounds for the revocation of his teaching certificate by the Department of Education, or for dismissal or removal from office.

II. Attendance Defined

The attendance of all public school pupils shall be checked each school day in the manner prescribed by regulations of the state board and recorded in the teacher's register or by some approved system of recording attendance. Pupils may be counted in attendance only if they are actually present at school or are away from school on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for the pupil.

Each student classified as a high school senior taking three credits or less for graduation may attend that portion of the day necessary to earn needed credits. For each student so enrolled, a full day of attendance shall be recorded in the state-approved system of recording.

Each student who is scheduled at a school center for instructional purposes for a partial day, and at an area vocational-technical center, a vocational school or a community college for a partial day shall, if present at the school center, be reported as present one-half day.

III. Student Data Cards

During the homeroom period on the first day of school, the homeroom teacher will return to the student the Student Data Card filled out during the previous Spring Registration. Each student must verify the card or complete a card making necessary corrections.

Each principal will assign the registrar/attendance clerk to be responsible for all student assignment and student accounting procedures during the school year. At the end of the first day each homeroom teacher will submit to the main office the corrected and alphabetized sets of Student Data Cards. After the first day, all new enrollees must register in the main office and the registrar/attendance clerk will complete a Student Data Card for each new registrant. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

IV. Legal Names of Students in Regard to School Records

In cases where the parent seeks to enroll a child in a public school under a name other than the legal name, Board Attorneys have ruled that this request may be granted on a temporary basis provided court action is in process to make the assumed name legal.

In all cases, official school records must list both the legal name and assumed name of the student. Students entering a Miami-Dade County public school for the first time must have a Student Data Card completed with both legal and assumed names shown.

V. Principal's Report on Attendance

The dates to be covered by the **Principal's Report on Attendance** are announced annually by the Division of Attendance Services. Reports are to be certified on-line by the principal by the fifth working day after the close of a reporting period.

State law demands that attendance reports be kept accurate and up-to-date in accordance with the state-approved recording and reporting system. This system of attendance recording and reporting is required as a part of the Hold Harmless Clause of the Florida

Education Finance Program.

VI. Full-Time Equivalent (FTE) Surveys

During each of several school weeks during the fiscal year, a program membership survey of each school shall be made by aggregating the full-time equivalent student membership of each program by school. The district's full-time equivalent membership shall be computed and currently maintained in accordance with Rules of the State Department of Education. Instructions will be distributed by the Division of Attendance Services prior to each survey. These surveys are the basis of state monies forwarded to the district according to prescribed cost factors and base funds under the Florida Education Finance Program.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 228.041(13); 232.021; 232.022; 232.19; 236.081(1)(a) F.S.; 6A-1.044(c) FAC

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