Attendance

SCHOOL CENSUS--PROCEDURES

I. Student Data Cards

The registrar/attendance clerk will inspect each preprinted STUDENT DATA CARD very carefully to be certain that:

A. Each card is complete;

B. The information is correct;

C. The student's name is TYPEWRITTEN OR PRINTED IN INK USING ALL CAPITAL LETTERS:

D. NO NICKNAMES OR INITIALS are used;

E. Middle names are included; if no middle name, write NONE.

The registrar/attendance clerk will complete all information on the STUDENT DATA CARD for each student who is enrolled in a Miami-Dade County Public School for the first time. This card will be typewritten or printed in ink.

II. No Show Day

The Division of Attendance Services will designate one school day of each school year as No Show Day. At the close of this day the registrar/attendance clerk will have:

A. A STUDENT DATA CARD for each student on that school's active rolls.

B. Verified all students are active on the ISIS file.

C. Identified students classified as "No Shows" on the first school day, updated the ISIS file by entering the I.D. Number for these students on the "No Show" categorical update Daily Attendance Application Menu.

D. Entered student I.D. Number for students who report after the first school day on the "Entries After No Show" categorical entry screen.

Specific Authority: 230.22(2) F.S.
Law Implemented, Interpreted, or Made Specific: 230.23(6); 230.33(8) F.S.

History: **THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**
Repromulgated: 12-11-74
Amended: 1-8-86
Technical Change: 5-1-98