

# Attendance Filing Procedures

Friday, June 4, 2021 8:20 AM

## Daily Binder

- Recorded Daily Attendance Report
- Unrecorded Daily Attendance Report
- Day Summary Report
- ADA

## Daily Binder (5 yr. retention)

- Nurse's logs
- SAC logs
- School Related Activities or Field Trips
- Alternate attendance time form completed and signed
- Testing rosters
- Current year Calendar
- Attendance Head Start Program

## Student Attendance Notes (5 yr. retention)

- Elementary campuses file by date
- Secondary campuses file by student name
- Attendance Change form
- Homebound attendance logs

## Teacher Verification Report (5 yr. retention)

- File by teacher name and date
- Substitute Class Rosters shall be attached to the Teacher Verification Report

## Six Weeks and Semester – signed by the principal and attendance clerk (5 yr retention)

- ADA/FTE
- Daily Register
- Contact Hours

**All documentation to be removed at year end and placed in audit box. New folders will be created yearly.**

