

Adopted:
Revised:

1974
9/7/1982

Saint Paul Public Schools Procedure

515.00

515.00

RECORDS/STUDENT ATTENDANCE RECORDS

The assistant director of student accounting is responsible for the accounting of all students within the school district and for reporting attendance to the State Department of Education.

Teachers will keep a daily record of pupils' attendance on a daily absence summary provided by the District or on an individual school attendance card.

CROSS REFERENCE:

LEGAL REFERENCES: