

Administration Regulation

**BUSINESS**

**Attendance Accounting**

1.0 PURPOSE AND SCOPE

Attendance Accounting requires maintaining proper accounting controls and following the attendance and enrollment regulations established by the State Department of Education.

2.0 STRUCTURE AND ELEMENTS

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3.0 OVERVIEW

Fiscal Services shall supervise all accounting functions related to Average Daily Attendance. Fiscal Services shall regularly monitor attendance and enrollment data for the District and will submit said data to the Superintendent/designee as requested.

Fiscal Services shall supervise the filing of attendance and enrollment reports required by the State Department of Education to ensure they are submitted as scheduled. These documents include the series of J-18 Reports on attendance and the J-7 Report on enrollment.

4.0 ATTENDANCE

A new Student Attendance card shall be developed by the Attendance Accountant at the beginning of each school year. The adopted School Calendar shall serve as the legal reference.

The Attendance Accountant shall monitor unexcused absences recorded at each school since they are not recognized by the State Department of Education in determining apportionment.

Fiscal Services shall supervise filing the required state attendance reports (J-18 series) to ensure they are submitted as scheduled.

Attendance records on all students are legal documents and shall be kept permanently by the

District. The Attendance Accounting section shall be responsible for supervising storage of District attendance records.

#### 5.0 SPECIAL EDUCATION

Business Services shall ensure that special education programs involving attendance, i.e., non-public school education and home tutoring, are properly monitored and records correctly maintained so that attendance may be accurately assessed.

#### 6.0 ENROLLMENT

Enrollment limits for kindergarten through third grade shall be maintained per State Department of Education regulations. The Superintendent's designee shall closely monitor each school for compliance as stiff penalties may be assessed for infractions. Said information shall be provided to the Superintendent/designee on a regular basis.

Fiscal Services shall supervise filing the required state enrollment report (Form J-7) to ensure it is submitted as scheduled.

#### 7.0 ANNUAL IN-SERVICE

Fiscal Services shall sponsor an inservice training program at the beginning of each school year for all attendance personnel within the District. Said program shall be administered by the Attendance Accountant.

Approved: July 12, 1984