



### **POLICY 5.093**

**4-C** I recommend that the Board adopt the proposed revised Policy 5.093, entitled “Attendance – Checking, Recording and Reporting.”

[Contact: Ira Margulies, PX 45857.]

#### **Adoption**

#### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on September 24, 2008.
- Incorporates the requirements of state law and rule for a district school board policy to provide for:
  - the checking, reporting and recording the attendance of students
  - the Principal of a school to be responsible for the administration of attendance policies and procedures and the accuracy of the proper recording of attendance, including the proper instruction of teachers and clerks for such recording
- Provides a mechanism to assist the Principal in certifying attendance records at the end of the year by providing a teacher’s submission of daily attendance records to the Principal is a certification of the completeness and accuracy of such records.

POLICY 5.093

1 ATTENDANCE - TIME OF OFFICIAL CHECK CHECKING, RECORDING AND  
2 REPORTING  
3

- 4 1. Purpose. To establish requirement of an official time for the checking,  
5 recording and reporting of student attendance, consistent with state laws and rules.
- 6 2. Policy. Accurate attendance records shall be kept at each school. Each  
7 classroom teacher is required to implement the school's plan of checking  
8 recording, and reporting student attendance as prescribed by the Principal. The  
9 official attendance check and recording shall be made in each classroom and for  
10 each class period at the designated time in the school's plan, and shall be reported  
11 immediately by the prescribed method to the school office.
- 12 3. Responsibility. The Principal shall be responsible for the administration of all  
13 Florida laws, State Board of Education Rules, and School Board Policies pertaining  
14 to the checking, recording and reporting of student attendance. The Principal shall  
15 determine if all classroom teachers and other necessary school employees are  
16 instructed in the proper recording of attendance and may periodically determine  
17 whether instructions are being followed.
- 18 a. A teacher's submission of daily attendance records to the Principal is a  
19 certification by the teacher that the daily attendance records are complete and  
20 accurate, and have been kept as prescribed by state laws and rules, and  
21 policies of the School Board.
- 22 b. At the end of each year, the Principal or designee shall certify the  
23 completeness and accuracy of attendance records indicating such records  
24 have been kept in accordance with state laws and rules, as required Rule 6A-  
25 1.044, FAC.

26 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(1),(2); 1001.42(4),(6),  
27 (23); 1001.43(8) 232.022, FS; 6A-1.44, SBER

28 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.42(6); 1001.43(8); 1003.23  
29 232.022, FS; 6A-1.44, SBER

30 STATE BOARD OF EDUCATION RULE: 6A-1.044; 6A-1.0014, FAC

31 HISTORY: 7/12/72; 4/6/83: \_\_/ \_\_ 2008

Legal Signoff:

The Legal Department has reviewed proposed Policy 5.093 and finds it legally sufficient for development by the Board.

---

Attorney

---

Date