

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

CHILD ACCOUNTING

5120

- 5120.1 All procedures for the keeping of attendance records shall be in accordance with the rules of the State Board.
- 5120.2 For audit purposes each building must maintain an attendance file on each student to include:
- Name
 - Entry date
 - Withdrawal date
 - Total days membership
 - Residency status
- 5120.3 Annual reports shall reflect grade level totals as well as building totals.
- 5120.4 The same report format containing the above mentioned required items shall be generated by all buildings and filed for audit purposes.
- 5120.5 All entries, withdrawals, and re-entries must be made on a timely basis.
- 5120.6 Students in LIU operated classes will not be maintained on District rolls.
- 5120.7 All doctor's requests for homebound instruction will be filed in the superintendent's office.
- 5120.8 It is the responsibility of the District administrator in charge of attendance to review all data prior to submission to the Department of Education.

Revised August 23, 2004