

Revised: 10/16/09	<b>ARIZONA DEPARTMENT OF EDUCATION</b>  <b>GUIDELINE &amp; PROCEDURE</b>	NO. EX-34
SUPERSEDES: 07/22/09		SHEET 1 of 2
<b>SUBJECT:</b> ATTENDANCE AND MEMBERSHIP RECORD KEEPING		<b>FILING INSTRUCTIONS</b> (Guidelines & Procedures Manual) Section: External As item: EX-34

## I. PURPOSE

The purpose of this guideline is to define how attendance records shall be compiled and maintained at the teacher level, school level, and district and charter operator level. School District Governing Boards and Charter Operator Governing Bodies are responsible for compiling and maintaining attendance records. Attendance records can be compiled by either a paper system or a paperless system.

## II. GUIDELINE

### ATTENDANCE:

- A. Pursuant to A.R.S. §15-521(2) each teacher shall “take and maintain daily classroom attendance.” This can be either a paper attendance system or paperless attendance system.
- B. Attendance shall be taken for each student, and maintained at all levels, in order for the Arizona Department of Education to be able to examine the school’s average daily attendance, ADA, as defined in A.R.S. §15-901.
- C. Each teacher shall take attendance and indicate whether the student is either absent or present, as prescribed by the definition of “daily attendance.” See A.R.S. §15-901 (A) (6).
- D. School Districts and Charter Operators must maintain a sufficient audit trail of attendance documentation to be able to validate the accuracy of the attendance information reported to the Arizona Department of Education. This information shall include the following: the original teacher attendance documents and other documents required to record any changes to the original teacher entry. Audit trail documents can utilize either a paper or electronic format.
- E. The schools shall record the attendance information into their Student Management System (SMS) and then into the Arizona Department of Education’s Student Accountability Information System (“SAIS”).
- F. All original attendance records, whether paper or paperless, must be maintained for four (4) years pursuant A.R.S. §41-1351 and according to the

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school district or charter operator's record retention schedule for audit purposes. Link for Records Management for School Districts and Charter Schools; < <http://www.lib.az.us/records/school.cfm>>

G. If a school district or charter operator fails to maintain original attendance records of its students, they may be subject to an ADM adjustment in accordance with A.R.S. § 15-915.

**H. ARIZONA ON-LINE INSTRUCTION (AOI) programs:**

1. AOI programs shall ensure that a daily log is maintained for each pupil who participates in Arizona online instruction. "The daily log shall be used by the school district or charter school to qualify the pupils who participate in the program in the school's average daily attendance calculations pursuant to A.R.S. §15-901" A.R.S. §15-808 (E).
2. All pupils who participate in Arizona online instruction shall reside in this state A.R.S. §15-808 (B).

\*If you have any questions or comments concerning the interpretation or clarification of these guidance statements, please contact the Office of Legislative Guidelines (602)542-0384.

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