

## **D. Compilation & Maintenance of Student Records**

### **D-1. School Districts and Charter Schools**

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.

Pursuant to A.R.S. § 15-521, each teacher shall “take and maintain daily classroom attendance”, which the governing board shall carefully preserve as one of the records of the school. This can be either a paper attendance system or paperless attendance system.

Attendance shall be taken for each student, and maintained at all levels, in order for ADE to be able to examine the school’s ADA, as defined in A.R.S. § 15-901. 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.

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 ADE. This information should include the following: Original teacher attendance documents and any other documents required to record changes to the original teacher entry. Audit trail documents can utilize either a paper or electronic format.

The schools shall record the attendance information into their School Management System (SMS) and then submit to ADE.

All original attendance records, whether paper or paperless, must be maintained for four years, pursuant to A.R.S. § 41-1351, and according to the school district or charter operator’s record retention schedule for audit purposes. The link for Records Management is <http://apps.azlibrary.gov/records/general.aspx>. (Select Education K-12 in the top dropdown menu.)

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.