



## Policies & Procedures Manual

<b>Policy Number:</b> EX-34	<b>Issued/Revised:</b> 7/1/13
<b>Policy Section:</b> External	<b>Policy Owner:</b> ADE Audit Unit
<b>Subject:</b> ATTENDANCE AND MEMBERSHIP RECORD KEEPING	

### 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 holder level. School district governing boards and charter holder governing bodies are responsible for compiling and maintaining attendance records. Attendance records can be compiled and maintained using either a paper or electronic format.

### GUIDELINE:

#### ATTENDANCE:

- A. For school districts and charter schools that are not Arizona Online Instruction (AOI) programs pursuant to A.R.S § 15-808:
  1. Pursuant to A.R.S. § 15-521 each teacher shall “take and maintain daily classroom attendance.” This can be either a paper attendance system or paperless attendance system.
  2. 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.
  3. Absences shall be maintained at all levels and reported to the Arizona Department of Education at least once every sixty (60) days pursuant to A.R.S. § 15-901.
  4. Attendance for preschool programs (pursuant to A.R.S. § 15-901), alternative education programs (pursuant to A.R.S. § 15-797), alternative calendars (pursuant to A.R.S. § 15-797) and homebound students (pursuant to A.R.S. § 15-901) shall be maintained at all levels and reported to the Arizona Department of Education at least once every twenty (20) days pursuant to A.R.S. § 15-901.
- B. For AOI programs:
  1. AOI programs shall ensure that a daily log is maintained for each pupil who participates in Arizona online instruction. The school district or charter school shall use the daily log, which shall detail the amount of time spent by each pupil participating in AOI, in order to qualify the pupils in the school’s daily attendance calculations. See A.R.S. § 15-808.

2. All pupils who participate in AOI programs shall reside in this state. See A.R.S. § 15-808.
  3. Attendance shall be maintained at all levels and reported to the Arizona Department of Education at least once every twenty (20) days pursuant to A.R.S. § 15-901.
- C. 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.
- D. 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").
- E. All original attendance records, whether in paper or electronic format, must be maintained pursuant A.R.S. § 41-151.14 and according to the school district or charter operator's record retention schedule for audit purposes.

**RELATED FORM(S)/LINK(S):**

Link for Records Management for School Districts and Charter Schools:

<http://www.azlibrary.gov/records/school.aspx>

**CONTACT:**

If you have any questions related to this policy, please contact the ADE Audit Unit.

**POLICY HISTORY (SUPERCEDES):**

EX-34 Rev. 10/16/09