

**Enrollment and Attendance Records**

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff shall be diligent in maintaining such records. Teachers shall keep and maintain accurate attendance records.

The school district shall not require proof of residency or any other information regarding an address for any homeless student who is eligible by reason of age for the services of the district if the student does not have a legal residence. The request for enrollment may be made by the student or parent(s)/guardian(s).

Enrollment and attendance records shall be maintained in each school building. At the conclusion of the year, the enrollment and attendance information shall be recorded on the student's permanent record card.

The attendance registers, whether paper or computer, shall remain in the school building for a period of five (5) years, after which time they shall be sent to the district office to be destroyed.

Annually each school shall report to the district the actions taken to reduce any student's absenteeism following five (5) unexcused absences in one month, or ten (10) unexcused absences in one school year. The district shall report this information annually to the Office of the Superintendent of Public Instruction (OSPI):

1. the number of enrolled students and the number of unexcused absences;
2. the number of enrolled students with ten (10) or more unexcused absences in a school year, or five (5) or more unexcused absences in a month;
3. a description of any programs or schools developed to serve students who have had five (5) or more unexcused absences in a month or ten (10) unexcused absences in one (1) school year, including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program, and shall also describe any placements in an approved private non-sectarian school or program or certified program under a court order; and
4. the number of petitions filed by a school or a parent with the juvenile court.

The information in these reports shall not disclose the names or other identification of the students or parent(s)/guardian(s).

For purposes of enrollment count, a full-time equivalent student shall be:

<b>Grade K:</b>	20 hours or more per week or four hours or more for 90 scheduled days or 10 hours or more per week or two hours or more for 180 scheduled days.
<b>Grade 1-3:</b>	20 hours or more per week or four hours or more for 180 scheduled days.
<b>Grade 4-10:</b>	25 hours or more per week or five hours or more for 180 scheduled days.
<b>Grade 11-12:</b>	25 hours or more per week or five hours or more for 180 scheduled days; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program.

Normal class change passing time may be counted as part of this requirement. Noon intermission, however, is excluded.

No student may be counted on any school or enrollment program's report who has been absent from school for two consecutive monthly enrollment report days (first Friday of the month) unless attendance is resumed or there is agreement between the school and the parent relative to the student's temporary absence [not to exceed twenty (20) consecutive days].

The Board of Directors and the superintendent shall support and uphold teachers, principals, and other school personnel who have properly followed the guidelines and procedures of the Yakima School District's (YSD) *Student Rules, Regulations and Conduct: Discipline*, and who have made reasonable and fair efforts to maintain discipline in the Yakima School District.

The principals shall support and uphold the decisions of teachers and other school personnel who have properly followed the guidelines and procedures of YSD *Student Rules, Regulations and Conduct: Discipline*, and who have made reasonable and fair efforts to maintain discipline in the Yakima School District. However, this shall not be construed as a constraint in the discharge by the superintendent and the board of the appellate to review responsibilities under OP 3200.

**Cross Reference:**

(cf.: 3122 – Excused and Unexcused Absences)

(cf.: 3201 – Student Rules, Regulations and Conduct: Teacher and Staff Rights and Responsibilities)

**Legal References:**

RCW 28A.225.040 School district superintendent to provide teacher with census Report of truants, incorrigibles

RCW 28A.225.215 Enrollment of children without legal residences

RCW 28A.225.330 Enrolling students from other districts-- Requests for information and permanent records

WAC 392-121-181 Enrollment exclusions

WAC 392-121-182 Alternative learning experience requirements

WAC 392-127-015 FTE enrollment - Definition

WAC 392-127-725 Annual Average Full-Time Equivalent Student - Definition

WAC 392-169-022 Running start student -- definition

**Adoption Date:**

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