

STUDENT PERSONNEL

Attendance Records

It shall be the duty of each building principal to assure the keeping of adequate attendance records and to make required reports to the Superintendent.

A "Student Withdrawal" report, upon request of the Superintendent, shall be prepared each May by the elementary and secondary principals for examination by the Board of Directors at the June meeting. Such reports shall state the name of each student withdrawing from the elementary and secondary school during the current year and the reason for the withdrawal.

Date of Adoption: 6-9-86

Date of Review: 6-25-90, 11-15-93, 1-20-97, 01-17-00, 03-17-03, 03-19-07

LEGAL REFS.: