

Attendance records and reports are the responsibility of the building principal. After completing the reports and verifying that attendance has been reported accurately, the principal forwards the completed records to the District Office.

REPORTING DATE

The completed forms for the first two (2) periods should be signed and sent to the District Office no later than one (1) week after the close of each reporting period. Third period forms are to be mailed by the District Office no later than one week after the close of school. The forms are located on the Idaho State Department of Education Webpage, under Attendance and Enrollment Section, using current school year forms.

The individual schools are to keep their attendance in SASI (Schools Administrative Student Information) which is updated daily by the Attendance Secretary of each building.

The State Department of Education has developed a procedure for reporting enrollment and attendance by periodic intervals throughout the school year. It is the responsibility of the building principal to complete the report. Upon completion of the reports, the principal must sign them and forward them to the Superintendent's Office.

The following definitions approved by the State Board of Education shall govern the reporting of attendance:

SCHOOL YEAR

A school year shall be a minimum of:

1. 450 hours for kindergarten
2. 810 hours for grades 1-3
3. 900 hours for grades 4-8
4. 990 hours for grades 9-12
5. 900 hours for alternative secondary school grades 7-12

DAY IN SESSION

A school day for grades 1-12 may be counted as a "day in session" when the school is open and students are under the guidance and direction of teachers in the teaching process for not less than four (4) hours of instruction per day. Lunch periods, breaks, passing time and recess are not included in the four (4) hours. For kindergarten, each session should be at least two and one-half (2½) hours per day.

HALF-DAY IN SESSION

A half-day in session in grades 1-12 occurs when either: (a) the students are under the guidance and direction of teachers in the teaching process for a minimum of two and one-half (2½) hours of instruction or (b) teachers are involved in staff development activities for a minimum of two and one-half (2½) hours.

If a day has less than the four (4) hours of instruction, but at least two and one-half (2½) hours, then the attendance report should show that day as a half (1/2) day in session. If a day has less than two and one-half (2½) hours of instruction, that day should be reported as a vacation day.

DAYS OF ATTENDANCE

A day of attendance is one in which a pupil is physically present during the required amount of time for his/her grade level, and is under the guidance and direction of a teacher while school is in session. Attendance should be reported in full or half-day increments. Attendance reports for any day in the school year shall reflect only those students in actual attendance. Enrollment figures should not be used for attendance.

KINDERGARTEN

Kindergarten students are counted in attendance for each full session in which they are present. If the District has more than one (1) kindergarten session per day, five (5) days per week during the school year, the reporting elementary schools will need to report attendance for morning and afternoon kindergarten students.

DAY OF ABSENCE

A day of absence is one in which the student is not physically present when school is in session. The absence should be reported in full or half-day increments.

AGGREGATE ATTENDANCE

Aggregate attendance is the sum of each day's actual attendance. Attendance is the actual number of students physically present for that day in session.

AVERAGE DAILY ATTENDANCE (A.D.A.)

In a school year, the average daily attendance for a school is the aggregate day's attendance divided by the number of days school was actually in session.

EMERGENCY CLOSURE DAYS

When approved by the Board of Trustees, annual instructional hour requirements may be reduced in a school year for emergency school closures due to adverse weather conditions and facility failures. The Board of Trustees shall certify to the Idaho State Department of Education the cause and duration of such closure (Idaho Code Section 33-1002.5)

Schools should not report attendance for emergency closure days. The Idaho State Department of Education will calculate the attendance for each building.

NON-PUBLIC (DUAL ENROLLED) STUDENTS

Students being instructed at home and at public schools (dual enrolled students) must attend at least two and one half (2½) hours per week to be included in the weekly aggregate attendance. If the hours are less than two and one-half hours (2½), schools should enter a zero as aggregate A.D.A. If the hours are 2.5 greater, schools should divide the hours by four (4) and enter the results for that week.

HOMEBOUND STUDENTS (IDAHO CODE, 33-1001(4) / IDAHO CODE 33-1002(5))

A homebound student is any student who would normally and regularly attend school, but is confined to home or hospital because of an illness or accident for a period of more than ten (10) consecutive days.

The District may include homebound students in its total attendance provided that academic instruction has been given by appropriate certified professional staff employed by the District. In other words, the student is counted absent for ten (10) days, and on the eleventh (11th) homebound day and thereafter the student may be included in total attendance.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are not included in instruction time or days of attendance. Parent-teacher conference days are reported as vacation days.

PROFESSIONAL DEVELOPMENT DAYS

If the District utilizes full days for professional development activities, attendance reported for those days should be the average of the attendance for the other days of that same week.

SCHOOL WEEK

A school week shall be Monday through Friday or any portion of this period. A Saturday shall not be counted as a "Day in Session" without prior approval from the Idaho State Board of Education.

Policy Cross Reference:

Legal Reference:

Policy History:

Adopted:	08/20/1975
Reviewed:	05/13/2002
Amended:	05/13/2002
Reviewed:	07/01/2008