

ATTENDANCE RECORDS

Principals and teachers shall be responsible for accurate daily attendance records for each student. These records shall be kept permanently in the local parish or inter-parish school.

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1. Schools must permanently keep records (e.g., attendance books) of the attendance of each student enrolled or previously enrolled in the school.
2. The number of days absent and graduation/separation dates are to be kept on the student data form.
3. In the event of a school consolidation, attendance records are to be kept by the newly consolidated school.
4. Records should be stored in a fire resistant container or facility.