

ATTENDANCE RECORDS

In compliance with the Education Code sections referring to reporting of compliance with compulsory education requirements, the Superintendent hereby appoints the Principal of each school in the District as a Supervisor of Attendance, and each Assistant Principal as an Assistant Supervisor of Attendance. The forms required by the State Department of Education and forwarded to the County Department of Education are to be completed by each Supervisor of Attendance.

In order for the District to comply with the Education Code and Welfare and Institute Code, the following procedures are to be observed:

1. The Principal or his/her representative is responsible for maintaining records of truancy and conferring with the parent/guardian and pupil prior to declaring a student a habitual truant.
2. The Principal or his/her representative may refer a pupil who is a habitual truant, or beyond the control of school authorities, to the School Attendance Review Board.
3. The referring person shall notify the student and his/her parents or guardian, in writing, of the name and address of the board of which the matter has been referred and of the reasons for such referral. The notice shall indicate that the pupil and parents or guardians will be invited, along with the referring person, to meet with the School Attendance Review Board to consider a proper disposition of the referral.
4. If the School Attendance Review Board determines that the presenting problems cannot be resolved, it shall direct the county superintendent of schools to request a petition on behalf of the pupil in the juvenile court of the county.

LEGAL REFERENCES**EDUCATION CODE**

46000	Attendance Records
48260 - 48273	Truants
48320	School Attendance Review Boards