



May 15, 1996

**ADMINISTRATIVE MEMORANDUM NUMBER TWENTY-NINE**  
**PUPIL ACCOUNTING PROCEDURES FOR**  
**STUDENT MEMBERSHIP, ATTENDANCE AND DROPOUT**

Attached is a copy of the current Utah State Board of Education Rules for Pupil Accounting (R277-419).

All principals and administrators should read the entire state rules and comply with them. These rules govern the enrollment membership records on which most of our state funding is based. Therefore, we need to keep accurate and appropriate records of membership and attendance based on these regulations.

Two rules, Official Records (R277-419-3 B (1)) and (R277-419-3 B (4)), require district interpretation and application. The state rules require districts to "...ensure that records of attendance are kept in each school which clearly and accurately show the entry date, exit date and attendance record of each student. These records shall show when a student has been absent from school ten consecutive school days" (R277-419-3 B (1)).

The procedures adopted in Granite District schools are as follows:

1. Official Records

Elementary Schools

All student records shall be maintained on the district's central computer and will accurately show the entry date and code, exit date and code, and attendance record. Entry, exit, and attendance data for entry in the district's central computer will be taken from the official GRANITE DISTRICT ATTENDANCE CARDS adopted and furnished by the district. These cards shall be available to district auditors for year-end in-school audits. After closing the records for a school year, Information Systems will provide each school with a Master Roll. The Master Roll will show each student's entry date and code, exit date and code and attendance record. The Master Roll should become part of each school's permanent records. After receiving the Master Roll, the attendance cards for that year may be destroyed.

Secondary Schools

All student records shall be maintained on the district's central computer and will accurately show the entry date and code, exit date and code, and attendance record. Attendance data for entry in the district's central computer will be taken from the official GRANITE DISTRICT ATTENDANCE SCAN SHEETS adopted and furnished by the district. These scan sheets shall be available to district auditors for year-end in-school audits. After closing the records for a school year, Information Systems will provide each school with a Master Roll. The Master Roll

will show each student's entry date and code, exit date and code and attendance record. The Master Roll should become part of each school's permanent records. After receiving the Master Roll, the scan sheets for that year may be destroyed.

## 2. ATTENDANCE CHECKS

### Elementary Schools

One attendance check per day is sufficient for elementary schools, as long as there are provisions to keep tardy students from being marked absent.

### Secondary Schools

Secondary attendance should be taken for each student every period. This procedure is essential in order to comply with board policy on Parent Notification of Student Absences (see Administrative Memorandum #63).

In order to comply with Rule R277-419-1 A., stated below, accurate attendance records are necessary in all elementary and secondary schools.

"The date of withdrawal is the date on which it is officially known that the pupil has left school...and is not necessarily the first day after the date of last attendance. In no case may the date of withdrawal violate the 'Ten-day Membership Rule', except for reasons of sickness, hospitalization, pending court investigation or action, prior-approved trip, or earnest and persistent effort of two or more contact hours per week to keep a child in school with services provided by certificated school district staff."

The 10-day rule will be strictly applied.

## 3. DROPOUTS (Grades 7-12)

Granite School District will comply with the Utah State Board of Education Rules for Pupil Accounting for determining and reporting dropouts. (See Definition R277-419-1 J. and K. and Dropout Determination R277-419-5).

Exit codes 1 through 19 are dropout codes and should only be used when a student meets the guidelines set forth in the Utah State Board of Education Rules for Pupil Accounting.

## 4. AUDIT OF MEMBERSHIP, ATTENDANCE AND DROPOUT RECORDS

All school and district student accounting records are subject to audit. Principals should insure that membership and attendance records are accurately maintained. The district will conduct annual audits as required by the attached state board rules.

/s/

Loren G. Burton  
Superintendent