Article VI.D.1. **Student Accounting General Responsibilities**

A. The student accounting department is responsible for the collection and maintenance of student statistical data including but not limited to:

1. Preparation of internal district demographic and statistical reports.

2. Assistance in the recommendation of school boundaries based on demographics and other pertinent student information.

3. Preparation and filing of district reports with the Utah State Office of Education and the U.S. Department of Education.

B. The department will work with the information systems department in the maintenance of student enrollment and attendance records.

C. The administrator of student accounting will be responsible for the maintenance and utilization of the district’s computer-aided demographic and transportation system, including coordination of its use by the transportation department.

D. The department will assist in providing personal computer support to district administrators and secretaries.

E. The administrator of student accounting shall advise the business administrator of new improvements in demographic software and other items as needed in the department.