

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.