

## **P6-02-004 Recording of Attendance**

Official records of ~~pupil~~ **student** attendance are maintained in the electronic student information system (**SIS**) approved by the State Department of Education. Teachers must report all cases of absence and tardiness, following the procedure specified by the school principal. In addition to homeroom attendance, secondary schools keep and report pupil attendance by individual classes.

The principal or designated person shall refer to the SIS Department online resources website for specific information about the operation of the electronic student information system.  
Refer to Regulation **6-02-004**, "State Board of Education Regulations Governing Pupil Accounting Records."

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