

## STUDENT ATTENDANCE RECORDS

As part of the school district records of students, the daily attendance of each student is recorded and maintained on file with the permanent records of the board secretary.

It is the responsibility of the principals to ensure that such reports are filed with the board secretary, the custodian of school records.

Legal Reference:

Iowa Code §§ 294.4; 299 (2013).

281 I.A.C. 12.3(4).

Cross Reference:

501 Student Attendance

506 Student Records

Approved: December 16, 1991

Reviewed: January 14, 2002

Revised: November 12, 2007

Reviewed: October 23, 2012

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