

ENROLLMENT

Enrollment and attendance records will be maintained in each school building. At the conclusion of the year, the enrollment and attendance information will be recorded on the student's permanent record. The attendance registers will remain in the school building for a period of five (5) years, after which time they will be sent to the district office to be destroyed.

Annually each school will report to the district actions taken to reduce any student's absenteeism following the student's fifth (5th) unexcused absence in one (1) month, or tenth (10th) unexcused absence in one (1) year. The district will report the following information annually to the state Superintendent of Public Instruction:

1. The number of enrolled students and the number of unexcused absences;
2. The number of enrolled students with ten (10) or more unexcused absences in a school year or five (5) or more unexcused absences in a month;
3. A description of any programs or schools developed to serve students who have had five (5) or more unexcused absences in a month or ten (10) in a year including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports will also describe any placements in an approved private nonsectarian school or program, or certified program under a court order; and
4. The number of petitions filed by a school or parent(s) with the juvenile court.

The information in these reports will not disclose the names or other identification of the students or parent(s).

For purposes of enrollment count, a "full-time equivalent student" will be:

Kindergarten: Twenty (20) hours each week, or four (4) hours for each scheduled school day;

Primary (Gr. 1 – 3): Twenty (20) hours each week, or four (4) hours each scheduled school day;

Elementary (Gr. 4 – 6): Twenty-five (25) hours each week, or five (5) hours each scheduled school day;

Secondary (Gr. 7 – 12): Twenty-five (25) hours each week, or five (5) hours each scheduled school day; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program.

Alternative Learning Experiences: Full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-121-182.

Normal class change/passing time may be counted as part of this requirement. Lunch intermission, however, is excluded.

A student whose consecutive days of absence from school exceed twenty school days, or a part-time student that has not attended school at least once within a time period consisting of twenty consecutive school days, will not be counted as an enrolled student until attendance is resumed.

Procedures for handling excused and unexcused absences are defined in P3122: Excused and Unexcused Absences.