



**Responsible:** Department of Student Accounting

## **PURPOSE**

This administrative procedure shall describe and define protocols related to s.

## **PROCEDURE**

1. The classroom teacher is responsible for maintaining accurate information in the class record book.
  - a. **WCSD has two components to the class record book. The first is the official record for enrollment, attendance, withdrawal; and the second is the teacher grade book for assignments and grades. The official record for both components is Infinite Campus.**
2. The principal is responsible for ensuring that each teacher understands his/her responsibilities for maintaining accurate and complete data in the class record book.
  - a. **At the beginning of each school year**, the principal will review the information on this page with the teachers. The principal will document the date this material was reviewed with the teachers and which teachers attended the review.
  - b. **Each teacher will be given a copy of these procedures.**
  - c. The principal or his/her designee will check each teacher's grade book and the Attendance Summary Report (ASR) at least **twice** during the first six weeks of school to ensure that all elements of the class record book are being entered and maintained.
    - i. The principal or his/her designee must document his/her review of each teacher's class record book.
    - ii. PLEASE NOTE: Attendance taking must be monitored daily for the entire school year.
3. The principal is responsible for ensuring that the class record book must be kept on file and maintained in an easily accessible location and must be available for inspection by district staff and the Nevada Department of Education any time during the school year and for two years after the last day of that school year.
4. The Class record book must contain the following information on each student in the class:
  - a. The legal name of the pupil;

- b. The grade or special category to which the pupil is assigned;
  - c. The pupil's record of daily attendance;
  - d. The grade earned by the pupil for each period of grading and the final grade earned for the class; and
  - e. The dates of enrollment, re-enrollment, and withdrawal of the pupil from that class, if applicable. (NAC 387.165)
5. If all of the required components of the class record book cannot be contained in one file, more than one file may be used, **provided** all documents are maintained together, are maintained in such a manner that the data for each statistical month may be reviewed on demand, and are collected at the end of the school year, filed together, and kept for 2 years following the end of the school year.
- a. **A complete class record book is composed of the following:**
    - i. Attendance on IC, currently ASR printed and kept on file, showing not only the students' attendance but also dates of enrollment/re-enrollment and withdrawal; and
    - ii. A copy of the state-approved legend of attendance symbols is contained within Infinite Campus.
6. When a student withdraws a **"W"** must be entered on the date the student withdrew on the ASR.
7. **No White-Out** is to be used in class grade books. Errors should be crossed out using ink.
8. It is imperative that attendance and grade records contain accurate dates. Often it is the grade section of the teacher's class record book that auditors will check to verify that a student attended school if the auditors question the attendance record. For example, if the auditors question whether or not a student attended school on a specific date, they will call for a printout of the teacher's grade book to determine if there is a grade in the book for the student on the date in question.
9. The class record book is a legal document in the sense that auditors refer to the information in the class record books to verify district records. In addition, a printout of a teacher's class record book could be subpoenaed as a document to verify a student's grades or attendance.
10. Attendance is maintained on the computer. To confirm the accuracy of IC attendance, the teacher or office **must** print a copy of the attendance record (ASR) for each class during the first six weeks of school. The first two weeks must be

printed the Monday of the third week of school after the no-shows have been completed.

- a. The classroom teacher must confirm the accuracy of the attendance information at the end of each week by signing and dating each print out verifying if the student was present or absent.
- b. The attendance record section of each teacher's class record book, **must** contain an **"E"** on the effective date of **enrollment** for each student, an **"R"** for re-enrollment, and a **"W"** on the effective date of **withdrawal** when the student withdraws from the class. The **"W"** indicates that the student withdrew from class because of a class change or the student withdrew from school. The **"E"** and **"W"** are automatically designated by IC. The **"R"** must be manually recorded on the attendance document. The office must be notified if the teacher has any concerns with the attendance record.
  - i. NOTE: Teachers must enter an **"E"**, **"R"**, or **"W"** if the ASR is inaccurate. Teachers must notify office staff of these errors.
- c. Effective date of enrollment is the first day the student is enrolled AND **attends** school for at least 2/3 of the required minutes for his/her grade level.
- d. For most students the **"E"** will be on the first day of school as designated by IC.
- e. If the student enrolls after the first day of school, the date of enrollment recorded in the teacher's class record book, as designated by the **"E,"** must be the same as the official date of enrollment recorded by the office.
- f. The teacher **must** ensure that the effective date of withdrawal recorded in his/her class record book is the same date as the effective date of withdrawal recorded by the office.
- g. **When a student attends a course (even briefly) his/her record must never be deleted or removed from the class record book.**
  - i. **Note: It is imperative that any course a student attends and then withdrawals from is given an end date in IC and not deleted.**

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

- 2. This Administrative Procedure complies and aligns with the governing documents of the District.

**REVIEW AND REPORTING**

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

**REVISION HISTORY**

Date	Revision	Modification
2/11/2011	1.0	Adopted as SA-M001
9/10/2015	1.1	Converted to Administrative Procedure in line with other governing documents