



Lawrence Public Schools

Policy

Section J: Students

JEB

Subject: Attendance Record Keeping, Grades PK-8

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Recording attendance is paramount to supporting the academic and physical well-being of our students. Our schools have a responsibility to collect this information:

- to be accountable to parents/caregivers with regard to their student's whereabouts;
- to identify any physical or emotional wellness concerns; and,
- to plan for academic progress.

We know that attendance in school is part of the student success equation and, to the extent possible, it is incumbent on the school community to support consistent attendance, thus making accurate and timely attendance recording all the more essential.

For these purposes, attendance must be recorded by all classroom and homeroom teachers. All attendance information must be entered into the district's designated student information system, and done so within the class period in which attendance is taken.

School personnel, as identified by the school leader, shall be responsible for notifying parents/caregivers of homeroom absences. Notification must take place on the same day of the absence and within the first hour of school. In schools where students may change classrooms during the day, such as in many middle and high schools, parents are also encouraged to check their student(s)' attendance in those classes utilizing the parent portal of the student information system, or by contacting the school to discuss any concerns.

A pupil who is not present for more than half of a class shall be marked and counted as absent for that session.

In computing the average daily membership, it should be noted that a student's name shall be removed from a school's record only when it is known that s/he has officially withdrawn and is not returning to school. A withdrawal form, accompanied by proof of the child's new address or new enrollment must be sent to the Enrollment office.

Legal references: Massachusetts General Laws 72:2; 72:8, 76:B

First Reading: 6/12/2019

Second Reading:

Adoption: 8/14/19

Proposed Reconsideration: