

STUDENTS

Series 500

Policy Title Student Attendance Records

Code No. 501.08

As part of the school district's records, 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 or their designee as the custodian of district records.

This is a mandatory policy.

Legal Reference: Iowa Code §§ 294.4; 299
281 I.A.C. 12.2(4).

Approved: May 13, 2013

Reviewed: July 17, 2025

Revised: July 17, 2025