



Georgia Department of Education

Policies and Procedures

Policy Title:	Attendance Records, State Schools		
Policy Number:	SS-6006 ECAA		
Release Date:	07-13-06	Last Revised:	

Purpose

To describe the process for maintaining accurate student attendance records for the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

Applicability

This policy applies to faculty and staff at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

Policy

Every teacher shall maintain an accurate record of the class attendance of each student. This information shall be used for School System purposes such as report cards, permanent records, Full Time Equivalent (FTE) reporting, and state attendance reporting. Instructional Services, Student Services and Management Information Systems (MIS) regulations shall be maintained, detailing the means for daily attendance recordkeeping and compilation of these attendance records for school, system, and state reports.

Authority and/or Cross-Reference

- O.C.G.A. 20-2-320