

School District No. 48 (Sea to Sky), believes that the collection of student attendance records supports student learning and student safety. Section 3 (d) and (e) of the Ministry of Education Student Progress Report Order requires that the number of days a student is absent and the number of days a student is late, are to be communicated on all student progress reports. Therefore, the School District expects each school to develop student attendance procedures that will support and encourage regular and prompt attendance, support timely communication with parents about student attendance, and ensure that accurate records of student attendance are kept.

1. Attendance Procedures

- 1.1. Each school is expected to establish procedures which ensure the tracking, record keeping and review of all student attendance data through a process of:
 - 1.1.1. communicating all absences to the office;
 - 1.1.2. completing attendance both in the morning and afternoon hour break for elementary and middle schools; and,
 - 1.1.3. completing attendance for each block in secondary schools.
- 1.2. Each school is expected to establish a system to determine the whereabouts of unexplained absences in all elementary schools.

2. Attendance Records

- 2.1. Schools are expected to maintain daily records using the School District Student Information System as a means of recording the attendance of students;
- 2.2. Teachers shall assist in maintaining an accurate attendance record for each student;
- 2.3. The attendance data collected should be in accordance with the Ministry of Education data collecting systems (Ministerial Order, M152/89 under the authority of the School Act).