

## STUDENT ATTENDANCE RECORDS

As part of the school district records of students, the daily attendance of each student shall be recorded and maintained on file with the permanent records of the board secretary.

It shall be 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.

**Legal Reference:**      [Iowa Code §§ 294.4; 299.](#)  
                                 [281 I.A.C. 12.3](#)(4).

**Cross Reference:**      [501](#) Student Attendance  
                                 [506](#) Student Records

**Adopted:**                05/22/1989  
**Modified:**              06/02/2025  
**Reviewed:**             06/02/2025