


Attendance of Students



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 106

1. The principal shall act as attendance officer for students registered in the school.
2. Each principal, in consultation with the staff, shall develop written school attendance policies and regulations. These regulations will include a process for
 - a. teachers to keep accurate attendance records (including records of absences and lates) for each of their students,
 - b. parents to notify the school of student absences, and
 - c. keeping parents informed of unexcused absences and excessive lates.
3. At the beginning of each school year the principal shall communicate the school's attendance policy and regulations to parents, students, and staff.
4. When attempts to enforce school attendance are not effective, the principal shall make a referral to the Attendance Board. A copy of this referral accompanied by supporting documentation shall also be sent to School Operations Services.

Reference: School Act Section 13,14,15,60(3.b),126,127 School Act Section 128,130 Alberta Education Policy 3.5.3	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 104	Date(s) Revised: June 13, 2000; March 15, 2005