

Students

Attendance Records: Registers

Attendance in all schools and classes shall be recorded and kept according to pertinent state laws and regulations of the State Board of Education. (E.C. 46000)

Teachers are required to take attendance in classes taught by them, and shall do so personally. Attendance taking and recording shall not be delegated to students.

The Business Services Division shall establish appropriate standardization of attendance accounting procedures throughout the District.

Legal Surnames

All students shall be recorded and referred to by their legal surname, as documented in a legally acceptable birth record or in a court order of change of name. A request from a parent or a student that a student's surname be changed in school records will not be honored without legal documentation, or special permission from the Superintendent or designee.

Legal Reference:

EDUCATION CODE

46000 Records

CODE OF REGULATIONS, TITLE 5

400 et seq. Attendance records and accounting

Adopted: (7-88 4-94) 6-07

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California