

**STUDENTS
5113.11**

Administrative Regulation

ATTENDANCE SUPERVISION

The Humboldt County Board of Education recognizes the County Office of Education's mission to support schools in addressing systemic barriers to student engagement/participation and good attendance. Per Education Code §48240 every school district is required to appoint a Supervisor of Attendance. This individual is responsible for enforcing compulsory education laws and ensuring the attendance of students in school. The Supervisor of Attendance works to address issues of chronic absenteeism, engages in strategies to improve attendance, coordinates with School Attendance Review Boards (SARB's), and collaborates with students, families, and community agencies. Per Education Code §48245, in any district or districts with an average daily attendance of 1,000 or more school children, no district supervisor of attendance shall be appointed unless he/she has been lawfully certificated for the work by the county board of education.

The HCOE Board will certify appropriately appointed personnel proposed by Humboldt County school districts of over 1,000 students as Supervisors of Attendance: Personnel put forward by schools shall provide evidence of the completion of the Supervisor of Attendance/SARB Certification Course. The names of supervisors who completed the course by the deadline will be placed on the agenda at a subsequent board of education meeting for a certification vote.

The attendance supervisor shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

Collaboration with child welfare services, law enforcement, courts, public health care. The attendance supervisor shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

Legal Reference

EDUCATION CODE

48240	<i>Supervisor of Attendance</i>
48245	<i>Districts with an Average Daily Attendance of 1,000 or More</i>
48273	<i>Truancy</i>
48291 – 48292	<i>School Attendance Review Boards (SARBs)</i>
48320 – 48325	<i>School Attendance Review Boards (SARBs)</i>
48263.5	<i>Chronic Absenteeism</i>
49067	<i>Supervisor of Attendance Monitoring and Reporting</i>
52052	<i>Academic Performance Index</i>

Students

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**HUMBOLDT COUNTY OFFICE OF EDUCATION
Eureka, California**

Adopted: February 12, 2025