

Attendance Records; Registers

The chief site administrator of each Office of Education school shall maintain a record of attendance, enrollment and scholarship for every pupil currently or previously enrolled in the school.

These records shall include the name of the pupil; date of birth; method of verification of birth upon admission to kindergarten or first grade; place of birth; name and address of parent(s) or guardian having custody; entering and leaving dates for each school year or for any summer session; subjects taken by the pupil each year or summer session; and the grades and credits earned toward graduation.

Such records shall also include the names of a pupil's former schools and teachers; dates of attendance and grades earned; counseling, and disciplinary referrals and reports; health data; staff reports and referrals to special programs; standardized test results and other objective data deemed important by the chief site administrator or other school personnel.

All information entered into a pupil's cumulative record shall be accompanied by a form dated and signed by the staff member responsible for maintaining such records. The form shall specify the source of the information and the name of the staff member requesting inclusion of the information in the pupil's cumulative record.

*Legal reference**EDUCATION CODE**44809 School register**46000 Records*