

TITLE: Attendance Records; Registers  
State Board of Education Ref: 18A-5-5

It is the sole responsibility of (the administrator) to maintain the records in the Register of Attendance.

Principals are responsible for attendance registers (and/or computer program on attendance). Principals should meet with faculty members to assure a thorough understanding and uniformity in keeping these records. Records should be checked at intervals to see that they are kept properly. It is important to keep tabulation of the monthly reports made by teachers.

**APPROVED**

JUN 1 1984

GILMER COUNTY  
BOARD OF EDUCATION