

## **STUDENTS**

### Enrollment and Attendance Records

Enrollment and attendance records shall be maintained in each school building. At the conclusion of the year, the enrollment and attendance information shall be recorded on the student's permanent record card.

The attendance records may remain in the school building for a period of five (5) years, after which time they may be destroyed.

No student may be counted on any school's or program's enrollment report who has been absent consecutively from school for two consecutive monthly enrollment report days (first of the month) unless attendance is resumed or there is agreement between the school and the parent relative to the student's temporary absence (not to exceed 20 consecutive days).

Procedures for handling excused and unexcused absences are defined in [Policy No. 3122](#), Excused and Unexcused Absences.

Legal Reference:     [WAC 32-121-108](#)   Enrollment Exclusions