

**TITLE 210. STATE DEPARTMENT OF EDUCATION  
CHAPTER 10. SCHOOL ADMINISTRATION AND INSTRUCTIONAL SERVICES  
SUBCHAPTER 1. GENERAL PROVISIONS**

**210:10-1-3. Reports and records for attendance, enrollment, and transportation**

- (a) All original attendance records are hereby made official public records, and as such shall be kept daily in ink, or recorded daily in the school district's Schools Interoperability Framework (SIF)-compliant Student Information System ~~according to the law and regulations, and on the forms approved by the State Board of Education. Original attendance records for all school districts having less than 50 teachers shall be filed in the office of the County Superintendent at the close of the term for the respective school districts and shall be retained there until the final audits are completed.~~ While a school district's Student Information System may serve as a school's official record of student attendance, it is recommended that teachers also keep their own attendance records in hard copy form, so that if any discrepancies arise the Student Information System record may be compared with individual teacher records. Each school district shall be responsible for maintaining an addendum to the attendance records to verify the number of individual student absences for activities.
- (b) All original attendance records for schools ~~having more than 50 teachers~~ shall be kept at the respective schools and shall be made available during the summer months for inspection and audit by a representative of the State Board of Education. All attendance record forms shall be approved by the State Board of Education. All Registers of Pupil Attendance, Enrollment and Transportation shall be marked daily in ink as outlined in the register, or recorded as appropriate in the district's Student Information System. Such records shall be kept by a competent individual under supervision of the principal.
- (c) At the close of the school year, the ~~County or~~ District Superintendent of Schools shall keep on file all Registers of Pupil Attendance, Enrollment and Transportation, and Class Record Books of all teachers and principals employed under ~~his~~ the superintendent's supervision.