ATTENDANCE RECORDS

I. Separate attendance register sections must be used for each class/section. Different subject and/or different levels of the same subject cannot be taught in the same classroom at the same time with out prior written approval from the Bureau of Proprietary School Supervision.

II. Student sign-in sheets

A. May only be used during the first week of instruction

B. Shall be prepared by the teacher and contain all of the information as required by Section 126.4 of the Commissioner's Regulations

III. Summary attendance records—schools which convert the initial teacher attendance records into summary attendance records many continue to do so; however, such summary records do not replace the required daily attendance records.

IV. Computer attendance records- use of computer maintained attendance records may be permitted, but require prior approval of Bureau of Proprietary School Supervision

V. Making Entries

A. The teacher shall make the entries in hard copy attendance registers for each class, lab, or session in ink.

B. The teacher shall initial, in ink, the attendance register daily to attest to its accuracy

C. Standardized school symbols must be used with a notation to their meaning in the attendance register (e.g., P = present; A = absent; L = late; M = make-up)

D. Holidays and other non-scheduled days must be clearly marked.

E. The teacher must clearly mark the beginning and ending dates of leaves of absence and note them as such rather than recording them as ordinary absences.

F. The teacher must clearly indicate the last date of attendance for students who withdraw or are terminated. (N.B., For State financial aid purposes (the Tuition Assistance Program (TAP)), the Bureau of Audit and Control views a leave of absence as a withdrawal of pursuit of progress in a program. A student who returns from a leave of absence and re-enters a TAP-eligible program is not eligible for TAP for a one-year period of time unless the one-time TAP waiver is used.)

VI. Make-up work

A. Make-up work must be clearly differentiated from regular attendance

B. Separate make-up attendance registers shall be maintained, meeting all of the requirements of Section 126.4

C. The make-up attendance must clearly show the date of regular attendance that is being made up.

ATTENDANCE REGISTER

School Name: _____

School Location: _____

Name of Program: _____ Room #: _____

Instructor: _____ Attendance for the period from: __/__/____ to __/__/____

Class: _____ Class Start Date: __/__/____ Class End Date: __/__/____ Expected Graduation Date: __/__/____

Class Start Time:_____ Class End Time: _____

	Student Name	Date	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
	Teacher's Initials																							

P = Present A = Absent L = Late M = Make-Up D = Dropped

I do depose that I am duly licensed teacher and that the written register of attendance is correct to the best of my knowledge.

Instructor's Signature_____Date _____