

CLARK COUNTY SCHOOL DISTRICT REGULATION

3540

STUDENT ATTENDANCE ACCOUNTING

I. Objectives

- A. Procedures will be developed to accurately and efficiently provide supporting statistics to claim the funds receivable under the Nevada Department of Education school support formula and/or applicable federal programs for financial assistance for schools.
- B. Procedures will be developed to provide records of attendance for counseling individual students relating student attendance to achievement, and for other significant and educationally desirable statistics.
- C. Procedures will be developed to enable school administrators to comply with Nevada statutes and Clark County School District regulations regarding truancy.

II. Responsibility for Revenue-Related Attendance Records

The Deputy Superintendent/CFO, Operations is responsible for the development of procedures for student attendance accounting records required in I(A).

III. Responsibility for Student-Related Attendance Records

The Deputy Superintendent, Instruction is responsible for the development of procedures for student attendance accounting records required in I(B) and I(C).

IV. Student Attendance Accounting Procedures

Legal Reference:	NRS Chapter 387 Financial Support of School System NRS Chapter 392 Pupils
Review Responsibility:	Business and Finance Services
Adopted:	[5124.2:3/23/65]
Revised:	6/15/72; 1/25/79; 8/13/81
Pol. Gov. Review:	3540:6/28/01

Student attendance accounting procedures are outlined in the Student Accounting Manual.

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