

## CLARK COUNTY SCHOOL DISTRICT REGULATION

5113.1

### CLASS RECORD BOOKS

- I. A class record book is a document or compilation of documents used by teachers to record attendance, enrollment and grade information for students. The class record book may be electronic or manual and is created, updated and maintained in accordance with region, district and state requirements.
- II. Recording Absences
  - A. An accurate record of attendance for each student must be maintained in every school. Teachers are not to delegate attendance accounting to students.
  - B. At the close of each school year, the final SASIxp end-of-year file and the associated archive file are to be retained by Central Information Systems for a minimum of ten full years.
  - C. Enrollment location for all Homebound program students will remain with their region comprehensive campus. Year-round elementary students will be assigned to track 9 when entering the Homebound program.
  - D. For purposes of compliance with state law, all teachers will use the attendance symbols approved by the district and published in the Student Accounting Manual.
- III. Retention and Maintenance
  - A. Teachers' class record books are a part of the Clark County School District's official records and must be maintained for a minimum of five full years. The teacher's class record book shall serve as the legal document of reference and will be used exclusively for determining absences.
  - B. When stored, class record books must be labeled with the name of the school, teacher's name, subject, and year.
  - C. After five years, class record books may be destroyed in accordance with the security of records as directed in District Regulation 3621.

Review Responsibility: Instruction Unit

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