Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe and define protocols related to the class record book in the Washoe County School District (District).

PROCEDURE

1. The classroom teacher is responsible for maintaining accurate information in the class record book.

    a. The District has two components to the class record book. The first is the official record for enrollment, attendance, withdrawal; and the second is the teacher grade book for assignments and grades. The official record for both components is the District's Electronic Student Records System (Infinite Campus).

2. The principal is responsible for ensuring that each teacher understands his/her responsibilities for maintaining accurate and complete data in the class record book.

    a. **At the beginning of each school year,** the principal will review the information in this procedure with all teachers. The principal will document the date this material was reviewed with each teacher. Such review is mandatory for all teachers.

    b. Each teacher will be given an electronic copy of these procedures.

    c. The principal or his/her designee will check each teacher's:

        i. Attendance Summary Report (ASR) every two weeks of the school year to ensure that the correct symbols are being used by the teachers (T, AUK, EMI, - (for present)) when correcting the ASRs;

        ii. Infinite Campus Classroom Monitor will be checked daily by the principal's designee to ensure that attendance is being taken for each class each period during the first 15 minutes of class on a daily basis; and

        iii. The principal or his/her designee must document his/her review of the ASRs and the Classroom Monitor and denote how they ensure teachers are taking attendance on time.

    d. Attendance taking must be monitored daily for the entire school year.

3. The principal is responsible for ensuring that the class record book must be kept electronically on file and maintained in an easily accessible location and must be available for inspection by District employees and the Nevada Department of Education any time during the school year and for two years after the last day of that school year.

4. The Class record book must contain the following information on each student in the class:

    a. The legal name of the student;

        i. If the student has a preferred name, the preferred name is added using Identities in Infinite Campus.

        ii. If the student has a preferred name, the legal name may not be on the ASR or in the class record book, but is tied to the class record book through Infinite Campus.

    b. The grade or special category to which the student is assigned;

    c. The student's record of daily attendance;

    d. The grade earned by the student for each period of grading and the final grade earned for the class; and

    e. The dates of enrollment, re-enrollment, and withdrawal of the student from that class, if applicable.

5. All of the components of the class record book are maintained in Infinite Campus (IC) or the school's SharePoint as designated below:

    a. **A complete class record book is composed of the following:**

        i. Attendance in IC, maintained in IC.

        ii. The Attendance Summary Report (ASR) archived in the school's SharePoint with the teacher signature verification log, showing not only the students' attendance but also dates of enrollment/re-enrollment and withdrawal; and

        iii. A copy of the state-approved legend of attendance symbols is contained within IC.

6. When a student withdraws a **"W"** must be entered on **the date the student withdrew** on the ASR. IC does this automatically, however, sometimes human error (dates entered incorrectly) causes the W to show days after or days before the student actually withdrew. Teachers must check the ASR weekly to ensure its accuracy before signing the teacher verification log.

7. Attendance and grade records **must** reflect accurate dates.

    a. The grades section of the teacher's class record book is likely to be checked by auditors to verify that a student attended school, should an auditor question the attendance record. For example, if the auditors question whether or not a student attended school on a specific date, a printout of the teacher's grade book will be requested to determine if there is a grade in the book for the student on the date in question.

8. The class record book is a legal document in the sense that auditors refer to the information in the class record books to verify district records. In addition, a printout of a teacher's class record book could be subpoenaed as a document to verify a student's grades or attendance.

9. Attendance is maintained on the computer. To confirm the accuracy of IC attendance, the teacher or office **must** create an electronic copy of the attendance record (ASR) for each class every two weeks of the school year. Even though the ASR is created every other week, it is created for both of the two weeks. The first two weeks must be printed the Monday of the third week of school after the no-shows have been completed.

    a. The classroom teacher must confirm the accuracy of the attendance information at the end of each week by signing and dating the verification log for each printout verifying if the student was present or absent.

    b. The attendance record section of each teacher's class record book **must** contain an **"E"** on the effective date of **enrollment** for each student, an "**R**" for re-enrollment, and a **"W"** on the effective date of **withdrawal** when the student withdrawals from the class. The "W" indicates that the student withdrew from class because of a class change or the student withdrew from school. The "E" and "W" are automatically designated by IC. However, teachers must verify the accuracy of the "E" and "W" as mistakes can occur. The office must be notified if the teacher has any concerns with the attendance record.

        i. Teachers must notify the office staff to enter the correct "E", "R", or "W" if the ASR is inaccurate. This communication can be done via email or a printout of the ASR may be updated and submitted to office staff.

    c. Effective date of enrollment is the first day the student is enrolled AND **attends** school for at least half of the required minutes for his/her grade level.

    d. For most students the "E" will be on the first day of school as designated by IC.

e. If the student enrolls after the first day of school, the date of enrollment recorded in the teacher's class record book, as designated by the "E," must be the same as the official date of enrollment recorded by the office.

f. The teacher **must** ensure that the effective date of withdrawal recorded in his/her class record book is the same date as the effective date of withdrawal recorded by the office.

g. **When a student attends a course (even briefly) his/her record must never be deleted or removed from the student schedule.**

    i. Any course a student attends and then withdrawals from **must** be given an end date in IC and not deleted.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District.
2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
    a. Chapter 387, Financial Support of School System
        i. NAC 387.165, Class Record Book: Required Information

REVISION HISTORY

Date	Revision	Modification
2/11/2011	1.0	Adopted as SA-M001
9/10/2015	1.1	Converted to Administrative Procedure in line with other governing documents
06/23/2016	2.0	Revised to reflect 10 weeks of ASRs must be kept instead of 6; mandatory use of the Classroom Monitoring tool in Infinite Campus
7/7/21	3.0	Revised: Updated to reflect new processes of every other week ASRs.