

6A-1.044 Pupil Attendance Records.

(1) through (5) No change.

(6) Pupil Attendance Records for COVID-19. Where an asymptomatic student is under a quarantine order or is not physically present in school due to contact with, or the asymptomatic contraction of, COVID-19, the student shall be considered under a stay-home directive due to contact tracing protocols. For the 2021-2022 school year, a student under a stay-home directive may only be considered in attendance for up to ten (10) days if the following criteria are met:

(a) The district has adopted procedures to continue the education of the student during the stay-home directive;

(b) These procedures rely upon continuing the student's access to assignments and curriculum the student would be receiving were the student was physically present in school; and

(c) Instructional personnel or administrative personnel, as defined in Section 1012.01, F.S., must be available to assist the student with assignments and curriculum during the stay-home directive.

(7)(6) For the purpose of recording attendance, attendance of pupils shall be reported as follows:

(a) through (d) No change.

(8)(7) The Automated Student Attendance Recordkeeping System shall be retained at the school or district level as directed by the superintendent of schools.

(9)(8) The district school board is authorized to destroy the records contained in or produced from the Automated Student Attendance Recordkeeping System after three (3) years or the completion of an audit by the state audit agency, whichever period is longer, provided that the district shall comply with the legislative intent of Chapter 257, F.S., as expressed in Section 257.37, F.S., and shall permanently preserve attendance information for each pupil as required by Rule 6A-1.0955, F.A.C. Attendance information must be permanently preserved for pupils not covered by Rule 6A-1.0955, F.A.C.

(10)(9) The principal shall be responsible for the administration of attendance policies and procedures and for the accurate reporting of attendance in the school under his or her direction. The principal shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be his or her duty to see that such instructions are followed. The principal or designee shall inspect and determine the completeness and accuracy of the records contained in the Automated Student Attendance Recordkeeping System for each of the required full-time equivalent student membership periods. At the end of each school year the principal or designee shall certify

the completeness and accuracy of the automated attendance records indicating that all attendance records have been kept as prescribed by law and rules of the State Board. The method used to certify the records is based on internal district procedures. The automated student attendance records shall be readily accessible in a form prescribed in subsection (12) of this rule for state auditing and monitoring purposes. An attendance record containing any material inaccuracies, resulting from willful or intentional falsification of data by or for the principal, shall be considered a false report for which the principal shall be subject to penalties as provided by law.

~~(11)~~~~(10)~~ For FTE auditing purposes, if the principal or designee failed to sign an attendance record or report, a signed and dated certified statement from the principal or designee identifying that the record was the record used to report attendance for a particular school year, that the record has not been changed since that time, and that attendance was reported as prescribed by law and rules of the State Board may be substituted for the lack of an original signature. If neither the principal nor designee is an employee of the school district when the absence of a signature on an attendance record is discovered, the superintendent or designee may sign the certified statement. If attendance records are incomplete as to verification of full-time equivalent student membership for funding purposes prior to July 1, 2001, other records maintained by the school district may be used to verify membership provided a signed and dated certified statement is appropriately attached as provided in this subsection.

~~(12)~~~~(11)~~ The Automated Student Attendance Recordkeeping System shall be prima facie evidence of the facts which it is required to show.

~~(13)~~~~(12)~~ Forms ESE 950 Automated Individual Student Attendance Record, Grades PK-12; ESE 953 Automated Individual Student Attendance by Period Record, Grades 9-12; ESE 954 Automated Individual Student Attendance by Period Summary, Grades 9-12 and ESE 981 Automated Student Attendance by Period Summary, Grades 9-12; ESE 955, Automated Multi-Day Student Attendance Register, Grades PK-12; ESE 956, Automated Multi-Day Student Attendance by Period, Grades 9-12; ESE 957, Automated Multi-Day Adult Student Attendance Register; are hereby incorporated by reference and made a part of this rule to become effective November 2002. These forms may be obtained from Education Information and Accountability Services, Division of Accountability, Research and Measurement, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

Rulemaking Authority 1001.02(1), 1003.23 FS. Law Implemented 1003.23 FS. History—New 2-20-71, Amended 9-17-71, 10-18-71, 8-19-72, 11-18-72, Repromulgated 12-5-74, Formerly 6A-1.44, Amended 9-16-87, 1-11-88, 7-5-89, 10-3-91, 11-26-02, 2-25-09.