

STUDENT MEMBERSHIP

The Centennial School Board recognizes the need to account for student membership in compliance with the applicable mandates of the Commonwealth of Pennsylvania.

The Superintendent is responsible for the implementation of this policy.

Policy: 4.4

Adopted: 05/08/79

Amended: 10/14/86

..... 04/09/91

..... 04/11/95

..... 10/09/01

..... 06/24/08

STUDENT MEMBERSHIP

I. Registration/Transfer/Withdrawal of Students

- A. Registration data shall be processed and entered into the Student Information System at the Administration Building.
- B. Transfer data shall be initiated at the building level and processed and entered into the Student Information System at the Administration Building.
- C. Withdrawal data shall be processed and entered into the Student Information System at the school. –

II. Recording of Daily Attendance

- A. Each classroom teacher is responsible for the daily accounting of students for attendance purposes, using the District's designated Student Information System.
- B. Follow up data entry of attendance data into the Student Information System will be made by personnel designated by the principal.

III. Close of School Term/End of Semester

At the close of the school year, retentions are to be entered into the Student Information System by the principal or designee.

IV. End of Year Reporting

The Director of Business Administration shall prepare all State mandated annual membership reports at the conclusion of the school year after all attendance data has been verified.