

Student Attendance and Reporting Procedure

Canyon Rim Academy will comply with the following procedures for student attendance recording and for ensuring students who transfer to or from CRA will have accurate transfer codes recorded in the Student Information System.

1. CRA teachers will record daily attendance by 9:00 a.m. each day.
2. The attendance secretary reviews attendance patterns and reports anomalies to the administration.
3. If a student has unexcused absences for 10 consecutive school days that student will be deemed ineligible for continuing enrollment, dropped from CRA enrollment and recorded with a proper exit code through the Student Information System.
4. When students transfer in or out of CRA during the school year, a paper trail is kept to show the transfer and the proper transfer codes are entered into the Student Information System.

CRA will follow other reporting guidelines found in administrative code R277-419.

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