



File JCD

**STUDENT ATTENDANCE ACCOUNTING**

School Principals shall be responsible for keeping regular records of student attendance within their respective schools, on the Monthly Attendance Report (JDE-E), and electronically forward to the Board Office on the last teaching day of each month.

The Attendance Officer is responsible for the attendance accounting for the Division.

Medical records on each student enrolled in the Portage la Prairie School Division are kept by Manitoba Health. Principals shall send to the Health Unit at each month-end a copy of the enrollment report listing students transferred in and students transferred out.

[PSA 264(1)], [M.R. 468/88 40.1(1)]