

8 NYCRR 104.1

Section 104.1. Pupil attendance recordkeeping

(a) Purpose. The purpose of this section is to:

- (1) ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law section 3205;
- (2) establish a practical mechanism for every public and nonpublic elementary, middle and secondary school in the State of New York to account to the parents of all children enrolled in such schools for the whereabouts of such children throughout each school day; and
- (3) ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

(b) Definitions. Whenever used in this section, the following terms shall have the respective meanings hereinafter set forth or indicated:

- (1) Pupil.



(2) Content of the policy. The board of education, board of cooperative educational services, charter school board, county vocational education and extension board, and administrator of a nonpublic school shall incorporate the following elements into the comprehensive attendance policy:

(i) providing a plain language summary of the policy to the parents or persons in parental relation to students at the beginning of each school year and taking such other steps deemed necessary to promote the understanding of such policy by students and their parents or persons in parental relation;

(ii) providing each teacher with a copy of the policy and any amendments thereto as soon as practicable following initial adoption or amendment of the policy, and providing new teachers with a copy of the policy upon their employment; and

(iii) making copies of the policy available to any other member of the community upon request.

### **Credits**

Sec. repealed, filed July 8, 1970; new filed July 2, 1976; amd. filed Oct. 9, 2001 eff. Nov. 29, 2001.

Current with amendments included in the New York State Register, Volume XLV, Issue 32 dated August

