

All student grades and attendance are to be recorded in the official teacher's record book. Teacher record books will be retained by the school for five years after being used.

Teachers shall take roll each period on a daily basis, record absences and tardies in the teacher record book, and report them to the attendance office as prescribed by the Superintendent and/or Superintendent's designee.

Teacher record books are official records of and the property of the Anaheim Union High School District. The location of each individual teacher record book shall be made a matter of official record in the office of the principal. At the conclusion of each school year, teacher record books will be turned in to the principal.

Legal References:

Calif. Code of Regulations, Title V 400 attendance books; 401 Forms and procedures
_Education Code 46000

Board of Trustees

February 9, 1981

Reviewed: May 12, 1986

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