

Item 1 Added

For shared-time students, defined as students who attend two different schools in one day for a half school day each; for example, students who spend a half-school day in an academic high school and a half school day in a county vocational school will have the “possible number of days of attendance” summarized as ½ days. For example, the attendance summary for one month (20 days) for a shared-time student: 10 possible days, ½ days present, ½ days absent.

**Each year GHS has shared-time student who attend ½ day at GHS & ½ day at GCIT. This will clarify their attendance recording as noted in the School Register Summary Guidelines from NJDOE.**

Item 2 Changed

An electronic record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.

**Updated to reflect the word “electronic” as teachers MUST keep an electronic record of attendance because of the state reporting needs.**

Item 3 Changed

Visits to post-secondary educational institutions; (limited to a maximum of three days per year for 11<sup>th</sup> & 12<sup>th</sup> graders)

**Maximum of three days per year statement matches the School Register Summary Guidelines from NJDOE.**

Item 4 Added

- i. Children of military families, enrolled in Pre-Kindergarten through Twelfth grade, to visit with his or her parent, legal guardian, or sibling who is an active duty member of the uniformed services as noted in N.J.S.A 18A:75A-2 provided the family supply appropriate documentation

**SY 2015-2016 NJSmart added a military connected child data field to identify children who have uniformed service household members. The ICinNJ released a 17 page document summarizing their recommendations including the following statement below:**

e. Absence as related to deployment activities - A student whose parent or legal guardian is an active duty member of the uniformed services, as defined by the compact, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the local education agency superintendent

Item 5 Added

Denial of Course Credit and Removal from Program

A Pre-Kindergarten student will be dropped from the rolls when he/she has been absent for 15 non-consecutive days or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences caused by a student's suspension, or the student has been identified as a child of a military family, these absences will not count toward the total.

**Directly relates to the pre-kindergarten policy on attendance.**

**Item 6 Updated**

Teachers must accurately record the students present, tardy, or absent each day in each session or each class via the designated electronic student information system. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

**Addition of electronic student information system for attendance.**