



<b>Spectrum Academy Board of Directors</b>		
<b>Policy: STUDENT MEMBERSHIP</b>		
<b>Approved:</b> June 17, 2020	<b>Revised:</b>	<b>Monitoring:</b> BI-ANNUALLY

**Purpose:**

To comply with state requirements for reporting and recording student membership

**Policy:**

1. Teachers will record student attendance daily by 9:00 AM and for each period of the day, in the student information system. In case of internet failure they will send an attendance note to the attendance secretary.
2. Attendance secretary will assign an appropriate code for all absences: Excused, unexcused, or school activity.
3. Attendance secretary will notify the administrator or counselor if a student has or is expected to have an excused absence of 5 days or more. Student support team will determine what support services are needed for the student.
4. Attendance secretary will notify the administrator if a student has 3 consecutive days of unexcused absence. Student Attendance Team (SAT) will intervene with the student and family.
5. If a student has 10 consecutive days of unexcused absence, the attendance secretary will remove him or her from membership in the school's enrollment. Administrator will notify the family that they must meet with the administrator in order to reinstate enrollment .
6. Administrator or attendance secretary will assign exit codes and document appropriate final status for all students leaving the school, including graduate, dropout, or transfer in state, out of state, out of country, or to private or home school, expelled, or completed without diploma. Graduation, completion, or retained senior status will be assigned in the student information system by July 1 and updated by October 1.
7. Aggregate membership will be reported to the state's data clearinghouse as required.