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# EDUCATIONAL BULLETIN

## PUPIL ACCOUNTING FOR KENTUCKY SCHOOLS



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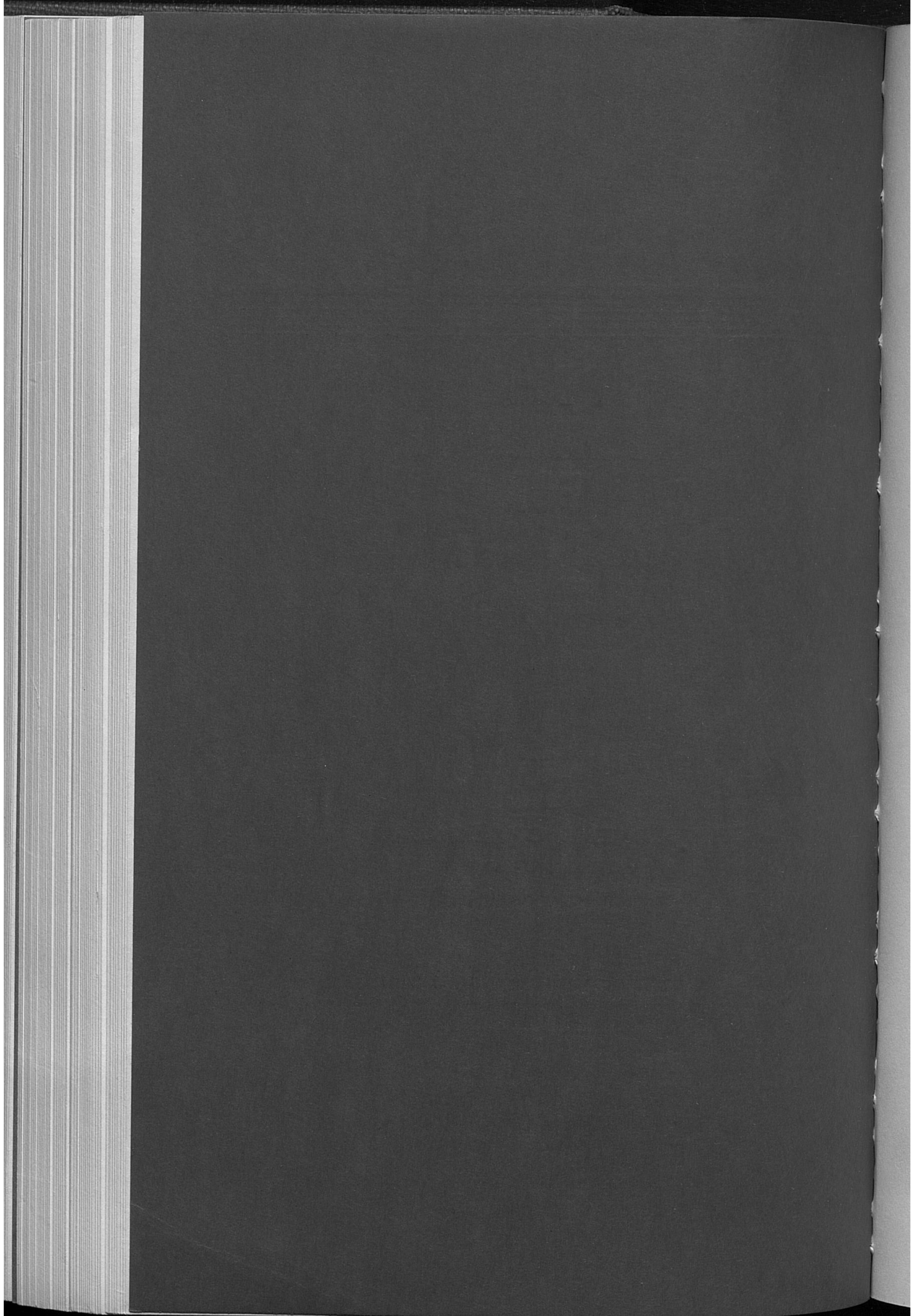
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## FOREWORD

This bulletin was designed to provide assistance to school administrators, teachers and others in their efforts to administer legislative enactments and regulations of the State Board of Education concerning pupil accounting in Kentucky. You will notice that special emphasis has been placed on the **Teacher's Register of Attendance in Kentucky Schools**; however, the bulletin in no way changes any of the instructions in the **Teacher's Register**.

Pupil accounting records have always been important to the pupil, the school district and the state. With the coming of the Foundation Program the **Teacher's Register** assumed added importance.

Teachers and administrators should study the instructions in the **Teacher's Register** from time to time to make sure that all of them are understood and are being followed. Superintendents and directors of pupil personnel should have available for reference the pertinent State Board of Education Regulations and Kentucky Revised Statutes.

Your comments and criticisms of pupil accounting procedures currently in use are invited. It is our desire that this valuable information be collected in the most feasible, yet accurate manner possible. Your continued cooperation in this vital area is necessary to achieve this goal.

Mr. Lee Tyler, Supervisor of Pupil Accounting, Division of Records and Reports, Department of Education, prepared the manuscript for this **Bulletin**.

Wendell P. Butler  
Superintendent of Public Instruction

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A.



## CHAPTER I

### Teacher's Register of Attendance

#### A. Use of Teacher's Register

##### 1. Uniform System

So that a uniform system of recording and reporting attendance may be maintained, the State Board of Education provides a **Teacher's Register of Attendance for Kentucky Schools**. This **Teacher's Register** shall be the original record of attendance data for all pupils in the schools of Kentucky. Further since the teacher is the individual who compiles the original attendance for the pupil, then the teacher shall maintain the **Teacher's Register**.

Record systems in which all **Teacher's Registers** are kept in the principal's office or in some other office and maintained by a person or persons other than the classroom teachers are not in keeping with State Board Regulations since under these systems the **Teacher's Register** cannot be the original source of attendance data.

##### 2. Elementary Schools

Using the **Teacher's Register** presents no complications in the elementary schools of the state. Because the pupils remain with the same teacher for all or almost all of the school day, the classroom teacher maintains a record of each pupil's attendance in the **Teacher's Register**.

##### 3. Secondary Schools

Some minor problems occur in the use of the **Teacher's Register** in the secondary schools where pupils move from teacher to teacher during the course of a day's activity. A common practice in secondary schools in using the **Teacher's Register** as the original source of attendance data (see part 4) is outlined below:

- a. Each pupil is assigned to a home room class which meets at the beginning of each morning session. A home room teacher is assigned to each home room class.
- b. The teacher so assigned maintains a **Teacher's Register** for the pupils assigned to her home room class.

- c. The teacher checks the attendance of pupils at the home room period, making proper notation in the **Teacher's Register**.
- d. The absence reports from the various home rooms are compiled in the principal's office and a master list of absentees is duplicated and distributed to all teachers before the end of the first class period.
- e. Each teacher checks the attendance of her classes during the day and compares the attendance in each class with the names listed on the master list of absentees.
- f. Prior to the close of school, each teacher reports to the principal's office deviations in attendance in her classes from the master list of absentees including those absent at the home room period who came to school during the day and those present in the morning who left during the day.
- g. A summary of changes in the attendance of pupils from that reported by the home room teacher at the home room period is sent to each home room teacher who makes the necessary additional notations in the **Teacher's Register** for tardiness and half-day absences.
- h. When the above method is used in a school, the duplicated absentee lists should be filed for audit.

4. Original Source of Data (SBE 23.050 (4))

"The **Teacher's Register of Attendance** shall be the original source of attendance data for all pupils enrolled in the public elementary and secondary schools of the Commonwealth of Kentucky and shall be maintained in accordance with the instructions which appear in the **Teacher's Register of Attendance**."

B. Attendance

1. Determining Attendance (SBE 23.050)

Due to the importance of the proper recording of pupil attendance, the pertinent State Board of Education Regulation is given:

- (1) "The daily attendance of pupils shall be determined by recording their attendance immediately following the opening of school in the morning and immediately following the lunch period in the afternoon. Pupils not present at these sessions



shall not be counted in attendance in determining average daily attendance unless:

(a) the pupils are absent as participants in school activities which have been authorized by the Board of Education and which are a definite part of the instructional program of the school or

(b) the pupils are absent as participants in activities which are designated by the Kentucky Revised Statutes for attendance credit. Pupils may not be counted in attendance when they are absent as spectators at school activities."

(2) "Pupils may not be counted in attendance unless they are physically present in the school. They shall be counted absent although such absence is due to factors beyond their control such as inclement weather or failure of the transportation system to operate."

(3) "No pupil shall be allowed to make up absence for the purpose of counting such make-up activities in computing average daily attendance."

2. Participation in 4-H Activities To Be Considered Attendance (KRS 159.035)

"Anything in the statutes of the Commonwealth to the contrary notwithstanding, all pupils in the schools of the state who are enrolled in a properly organized 4-H Club shall be considered present at school for all purposes when participating in regularly scheduled 4-H Club educational activities, provided, the student is accompanied by or under the supervision of a county extension agent or the designated 4-H Club leader for the 4-H Club educational activity participated in." (effective June 16, 1960)

3. Attendance Recorded in Whole Days and Half Days

Attendance shall be recorded in whole days and half days and no other fractional part of a school day shall be used. Attendance is denoted by recording the absences of pupils as they occur. Absences are to be recorded numerically, that is, an absence of one day is recorded by placing the numeral "1" in the space under the correct date opposite the pupil's name. An absence of one-half day is recorded by placing the fraction "½" in the appropriate space.

An alternate procedure that may be followed is to divide the

square into two parts by drawing a diagonal line from upper right to lower left. The upper half of the square is then used for the morning session and the lower half for the afternoon session. Absence at either or both sessions is indicated by placing the number "1" in either or both halves of the space. In using this procedure, the diagonal is drawn only when the pupil is absent.

#### 4. Determining Attendance in Vocational Schools

A pupil who is enrolled in a public secondary school and who attends one of the Area Vocational Schools will be given credit for his attendance in the **Teacher's Register** of the home room teacher. During the school month the home room teacher will record his attendance for the half days he is present in the regular school and the Vocational School principal will record his attendance for the half days he is present at the Vocational School. At the end of the school month, the attendance report from the Vocational School will be sent to the principal of the high school, who will pass the report to all home room teachers of Vocational pupils. The home room teachers will transfer the Vocational pupils' attendance records from this report to their **Teacher's Registers** at the close of each school month.

### C. Foundation Program

#### 1. Classroom Unit

The Foundation Program bases most classroom units on an average daily attendance of twenty-seven pupils. This was obtained from the expectation of ninety per cent attendance of a membership of thirty pupils. Thus, the Foundation Program recognizes that there will be absences from school for valid reasons. However, the validity or worthwhileness of a reason for absence from school **does not** constitute a basis for recording a pupil as present. As previously stated, absent pupils must be participating in a school activity related to the instructional program if they are to be recorded present. School administrators should consider each activity carefully before deciding that such activity is one for which pupils should be recorded in attendance.

### D. School Term

#### 1. Length of Term (SBE 23.010 (1) (2))

"All school districts shall maintain a minimum term of 185



school days, except as provided in KRS 157.350 and 158.070.”  
“A school term of 185 days shall consist of nine twenty-day school months and one partial school month of five days. Schools shall be in session on each of these days excepting days on which schools are dismissed to observe holidays or for teachers to attend professional meetings within limits of SBE 23.040.”

2. Holidays (SBE 23.040 (1))

“Boards of Education may dismiss schools not more than four days in a 185 day school term to observe holidays designated by the local board of education.” This regulation has been interpreted to mean any four days within the school term.

3. Professional Days (SBE 23.040 (2))

“Boards may dismiss schools for teachers to attend the annual meetings of the Kentucky Education Association, the district association of the Kentucky Education Association, or planned educational conferences called by the local superintendent. These local educational conferences may include sessions devoted to organization or completion of records. The number of days so dismissed when combined with days dismissed to observe holidays shall not exceed ten days in a 185 day school term.”

4. In-Service Conference (SBE 23.040 (3))

“Boards of Education which have secured prior approval of a two-day’s work conference through services of the In-Service Program of the Department of Education may dismiss schools two days for such conferences. In such districts, the number of days dismissed for holidays and for teachers to attend professional meetings shall not exceed twelve days in a 185 days’ school term.”

E. School Month

1. Length of School Month

KRS 158.060 defines the school month as twenty days in which teachers are actually employed in the school room.

2. Days Which Constitute School Month (See SBE 23.020 (2), (3))

The **Teacher’s Register** provides spaces for twenty days in each school month. These twenty days are made up of days school is in session, days dismissed for holidays during the month, and

days dismissed for professional and in-service education meetings during the month. All other days are omitted from the **Teacher's Register**. The days omitted include Saturdays, Sundays, and days school is dismissed that are neither holidays nor days for meetings. For example, if school is dismissed because of road conditions, this day is omitted from the **Teacher's Register** since it is not a holiday nor a day for a professional meeting. Such a day is not counted as a part of the twenty-day school month. For days on which school is dismissed for one of the four holidays, one of the two in-service days, or one of the six professional days, the teacher enters the date of the day in the **Teacher's Register** and writes in, vertically, "Holiday," "In-Service Day," or the name of the professional day.

3. Monthly Report (SBE 23.020 (4) )

"No report shall be made until the completion of a twenty-day school month except that a report for the tenth school month shall be made at the conclusion of the school term." In all instances, in a 185 day term, the last report will be made for a five-day period (See detailed instructions for making monthly reports under part V-D).

4. Teaching on Saturday (KRS 158.060)

"No teacher shall teach on Saturdays except in cases of emergency and then only upon authorization of the State Board of Education." When school is taught on Saturdays or holidays the same regulations governing the number of hours shall be observed as on any other school day. It is desirable that the Superintendent, as the executive officer of the board, communicate with the State Department of Education before an application is made to teach on Saturday. **In no case should Saturday teaching be permitted until authority to do so has been approved by the Superintendent of Public Instruction.**

F. School Day

1. Length of School Day (SBE 23.030 (1) )

"KRS 158.060 defines school day as six hours of actual school work. This is defined to mean six clock hours of actual work."

2. Supervised Lunch Period and Physical Education (SBE 23.030 (2) )

"The use of part of the six hours for supervising the lunch period and for supervising physical education may be approved



by the Bureau of Instruction on application of the superintendent of the district."

3. School Day for First Grades (SBE 40.120 (1), (2))

"Any school may reduce the school day for pupils in the first grade to less than six clock hours, provided the superintendent of the district requests such reduction."

"The school day for the first grades shall not be less than three and one-half clock hours. The request of the superintendent for reduction of clock hours for first grade pupils shall be made on an annual basis prior to the beginning of the school year and shall be submitted as a part of the instructional program of the school district."

4. Double Sessions (SBE 40.120 (3))

"Special request shall be made for districts employing double sessions or which have a school or schools regularly operating for less than a six-hour day." Full credit for average daily attendance purposes will not be given in schools that are not in session six hours daily, except, for the first grade pupils under conditions mentioned above.

5. Schools Not To Be Closed or Day Shortened (SBE 23.030 (3), (4), (5))

"Schools may not be closed except in cases of emergency beyond the control of the local superintendent."

"No school or schools may be closed or the day shortened for any outside activities such as teachers' conferences, recording of grades, athletic events, or for any other reason."

"The provisions of this regulation shall apply to all pupils and the school day for no pupils may be shortened because of bus schedules or other factors."

G. Pupil Data

1. Recording Data in the **Teacher's Register**

The **Teacher's Register** is a comprehensive record of the pupils enrolled in the public schools of the state. The data gathered therein comprise essential information necessary not only for the calculation of Foundation Program allotments but also for many research projects necessary for the planning that must be done by responsible local, state, and national school

officials and other community organizations. This record provides a permanent history of the pupil's school life to which he may return at any time for substantiation of his school progress. Therefore, it may be said that the **Teacher's Register** is the most important document to come into the hands of teachers. Teachers shall complete all information requested in the **Teacher's Register**. Since the **Teacher's Register** is the official record of the pupil's progress through the school year, the record must be complete.

Each teacher should read and study the general and detailed instructions contained in the **Teacher's Register**. The teacher should consult her principal or director of pupil personnel freely to aid her in understanding the requirements of the **Teacher's Register**.

2. Record Information Daily

Recording in the **Teacher's Register** should be done daily. Such practice not only provides for a higher degree of accuracy but will result in a saving of time and effort. Totaling at the bottom of the daily columns shall be done daily.

3. Recording in Ink or Indelible Pencil

Recording shall be done in ink or indelible pencil. Since this is a permanent record, bound at the end of the school year, all recording in the **Teacher's Register** must be of a permanent nature. Ball point pens are not to be used because they make for illegible records.

H. Transported Pupils

1. Code T1—**Teacher's Register** (See KRS 157.370)

Pupils who live one mile or more from school by the nearest traveled road and who are transported at public expense are to be counted as transported and placed in column (T1) in the **Teacher's Register**. Handicapped children who are transported at public expense and who live less than one mile from school are to be counted as transported (T1's).

2. Code T2—**Teacher's Register**

Pupils who live less than one mile from school and who are transported at public expense are to be counted in code (T2) in the **Teacher's Register**.



### 3. Determining Distance

In determining whether or not a pupil lives a mile or more from school, the teacher must assume primary responsibility. In the event she encounters difficulty, she should confer with her principal and/or director of pupil personnel. These officials should assist the teacher in all possible ways. It would seem wise to determine the distance of one mile from school on all roads and combinations of roads that pupils travel in coming to school. This could be accomplished by use of the mileage indicator on the speedometer of an automobile by the teacher, principal, or director of pupil personnel. Once this point is established for a given road, the pupils who live between the school and the one-mile point on that road are to be counted in code (T2) in the **Teacher's Register** provided they are transported at public expense. Otherwise, they are to be classified as non-transported. Pupils who live beyond the one-mile point on that road are to be classified as T1's if they are transported at public expense.

### 4. Explanation of "Transported at Public Expense"

In determining whether or not a pupil is transported at public expense, the pupil's normal pattern of coming to school and returning home should be used as the basis. If the pupil normally rides the school bus both ways but occasionally uses other means to reach school or home, he should be considered as transported at public expense. If the pupil normally provides his own means of coming to school and returning home but occasionally rides the school bus, he should be considered as a non-transported pupil regardless of place of residence. In the event it is the pupil's normal pattern to ride the school bus to school but to go home by some other means (or come to school by private conveyance but ride the school bus home) he should be considered as transported at public expense half-time. This would be shown in the **Teacher's Register** by recording half of the pupil's aggregate days attendance for the school month in either the (T1 or T2) column (determined by the distance he lives from school) and half of his aggregate days attendance for the school month in the "Non-Transported" column of the monthly totals.

### 5. Change of Pupil's Status

It should be noted that the record in the **Teacher's Register** should be changed whenever a change in the pupil's status

occurs. For example, if a pupil who is transported at public expense moves from a place of residence more than a mile from school to a place of residence near the school and walks to school, his record should be changed to that of a non-transported pupil effective the date of the moving.

The identification number of the pupil in the **Teacher's Register** should be marked in pencil if the pupil is transported. If the pupil ceases to be transported, the circle should be erased.

## 6. Illustrations

The following illustrations are given as examples of the classifications that should be made in certain instances:

- (1) Pupil A rides the school bus one and three-tenths miles each way. He lives eight-tenths mile from school by the nearest traveled road.

**Classification:** Pupil is coded (T2). The distance the pupil rides the school bus is not a factor. He must live a mile or more from school by the nearest traveled road in order to be classified as (T1) in the **Teacher's Register**.

- (2) Pupil B lives more than one mile from school by the nearest traveled road. He walks part of the way and then rides the school bus for the remaining nine-tenths mile to school.

**Classification:** Pupil is transported (Code T1) because he lives more than a mile from school and is transported at public expense.

- (3) Pupil C lives more than one mile from school by the nearest traveled road and normally rides the school bus to and from school. Occasionally he rides to school with his parent.

**Classification:** Pupil is transported (Code T1) since his normal pattern of coming to and from school is by bus and he lives more than one mile from school.

- (4) Pupil D lives more than one mile from school. Usually he rides to and from school with his parent who works nearby. Occasionally he rides the school bus.



**Classification:** Pupil is non-transported since his normal pattern of coming to school and returning home is by private conveyance.

- (5) Pupil E lives more than a mile from school by the nearest traveled road. He rides to school with his parent each morning and returns home in the afternoon on the school bus.

**Classification:** Pupil is transported half-time (Code T1). See the narrative above for instructions for recording the pupil's aggregate daily attendance.

- (6) Pupil F lives with his parents during the fall and spring. In the winter he lives with his grandparents. The pupil's parents live more than one mile from school by the nearest traveled road but his grandparents live less than one mile from school by the nearest traveled road. Pupil F rides the school bus to and from school from both residences.

**Classification:** Pupil is transported (Code T1) for those days he lives with his parents and transported (Code T2) for those days he lives with his grandparents. Note that in this example the pupil changed his place of residence. This is not designed to cover pupils who occasionally spend a few days visiting at the homes of relatives or friends.

## CHAPTER II

### Compulsory Attendance

#### A. Age Limits

KRS 159.010 states, except as provided in KRS 159.030, that each parent, guardian or other person who resides in the state and who has custody or charge of any child between the ages of seven and sixteen years shall send the child to a regular public day school for the full term of the public schools of the district in which the child resides.

##### 1. Who May Enter

KRS 158.030 provides that any child who is six years of age or who may become six years of age by December 30 (intended to be December 31, opinion of Attorney General on September 15, 1952) following the opening of school may enter school provided he enters within thirty calendar days of the beginning of that school year. Any child who becomes six years of age later than December 30 (December 31) following the opening of the school year shall not enter school during that year.

“Any parent or guardian who elects to send a child six years of age to school shall keep the child in regular attendance.”  
(KRS 159.010)

##### 2. Under Age Child (KRS 158.990 (5) )

“Any member of a school board who votes to permit entrance to a school of any child not eligible therefor under the provision of KRS 158.030 shall be fined not less than five dollars nor more than fifty dollars.”

#### B. Pupil — Definition of (SBE 23.080)

“The word ‘pupil’ as the basis for average daily attendance as provided for in KRS 157.320 (1) and for all other uses in the public school system shall mean all persons who are in attendance at school between the ages of six and twenty-one years. Any pupil who meets requirements of KRS 158.030 for entering school shall be considered six years of age for attendance purposes.”  
(September 28, 1960)

After an enrollee reaches his twenty-first birthday, his attendance is not counted for the purpose of computing foundation



program units; however, the record of his attendance continues to be kept in the **Teacher's Register** as it was prior to this birthday. At the end of the school year, the Director of Pupil Personnel files an attendance report of enrollees who are over twenty-one with the Division of Records and Reports on a form supplied by the Division.

C. Transfer of Child from One District to Another (KRS 159.020)

"Any parent, guardian or other person having in custody or charge any child between the ages of seven and sixteen who removes the child from a school district during the school term shall enroll the child in a regular public day school in the district to which the child is removed, and the child shall attend school in the district to which he is removed for the full term provided by that district."

D. Exemptions from Compulsory Attendance (KRS 159.030)

1. KRS 159.030 provides that the board of education of the district in which the child resides shall exempt from the requirement of attendance upon a regular day school every child of compulsory school age:
  - a. "Who is a graduate from an accredited or an approved four-year high school; or
  - b. Who is enrolled in regular attendance in a private or parochial regular day school approved by the State Board of Education; or
  - c. Whose physical or mental condition prevents or renders inadvisable attendance at school or application to study; or
  - d. Who is deaf or blind to an extent that renders him incapable of receiving instruction in the regular elementary or secondary schools, but whose mental condition permits application to study."
2. "Before granting an exemption under paragraph (c) of subsection (1) of this section the board of education shall require satisfactory evidence, in the form of a signed statement of a licensed physician or public health officer, that the condition of the child prevents or renders inadvisable attendance at school or application to study. On the basis of such evidence the board may exclude any such child from school."

E. Attendance at Private and Parochial Schools (KRS 159.040)

"Attendance at private and parochial schools shall be kept by the authorities of such schools in a register provided by the State Board of Education, and such school authorities shall make attendance and scholarship reports in the same manner as is required by law or by regulation of the State Board of Education of public school officials. Such schools shall at all times be open to inspection by attendance officers and officers of the Department of Education."

F. Attendance of Blind or Deaf Children at Special Schools (KRS 159.050)

"In school districts that operate schools for the education of children who are blind or deaf to an extent that renders them incapable of receiving instruction in the regular elementary or secondary schools, such children between the ages of seven and sixteen whose mental condition permits application to study shall be enrolled in and attend such schools regularly for the full term of the schools or until discharged by the board of education of the district. If no provision for the education of such children is made by the school district in which any such child resides, the Superintendent of Public Instruction, on recommendation of the State Attendance Officer, may cause the child to be enrolled in one of the state institutions for the education of such special groups."

G. Attendance District

In all instances, the term "district" means public school district. Schools under the management and control of the same local board of education are in the same district.

H. Duties of Director of Pupil Personnel (KRS 159.140)

"The director of pupil personnel shall:

1. Devote his entire time to the duties of his office;
2. Enforce the compulsory attendance and census laws in the attendance district which he serves;
3. Acquaint the school with the home conditions of the child, and the home with the work and advantages of the school;
4. Ascertain the causes of irregular attendance and truancy, and seek the elimination of these causes;



5. Secure the enrollment in school of all children who should be enrolled and keep all enrolled children in reasonably regular attendance;
6. Visit the homes of children who are absent from school or who are reported to be in need of books, clothing or parental care;
7. Ascertain and report to the superintendent of schools in the district in which the child resides the number and cost of books and school supplies needed by any child whose parent, guardian, or custodian does not have sufficient income to furnish the child with the necessary books and school supplies;
8. Keep the records and make the reports that are required by law, by regulation of the State Board of Education and by the superintendent and board of education."

I. Truancy (KRS 159.150)

Any child who has been absent from school without valid excuse for more than three days, or tardy on more than three days, is a truant. Any child who has been reported as a truant more than three times is an habitual truant. Being absent for less than half of a school day shall be regarded as being tardy.

J. Teachers' Reports to Superintendent (KRS 159.160)

"The principal or teacher in charge of any public, private or parochial school shall report to the superintendent of schools of the district in which the school is situated the names, ages and places of residence of all pupils in attendance at his school together with any other facts that the superintendent may require to facilitate carrying out the laws relating to compulsory attendance and employment of children. The reports shall be made within the first two weeks of the beginning of school in each school year."

K. Withdrawals and Transfers (KRS 159.170)

"Whenever any child of compulsory school age withdraws from school, the teacher of the child shall ascertain the reason. The fact of the withdrawal and the reason for it shall be immediately transmitted by the teacher to the superintendent of schools of the district in which the school is located. If the child has withdrawn because of change of residence, the next residence shall be ascer-

tained and included in the report. The superintendent shall thereupon forward a card showing the essential facts regarding the child and stating the place of his new residence to the superintendent of schools of the district to which the child has moved. The State Board of Education shall prescribe the forms to be used in the operation of this section." (See SBE 23.070).

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## CHAPTER III

### School Census

- A. Continuing School Census To Be Maintained (KRS 159.240)  
"Each Board of Education shall maintain a permanent and continuing school census."
- B. Nature of Census (KRS 159.250)  
"The attendance officer of each school district, working under the direction of the superintendent of schools, shall institute and maintain a complete, accurate, permanent and continuous census of all children between the ages of six and eighteen that reside in the school district. A child's age is between six and eighteen when the child has reached his sixth birthday and has not passed his eighteenth birthday."
- C. Quarterly Reports (SBE 23.060)
1. "Each Director of Pupil Personnel shall submit to the Division of Records and Reports a quarterly census report within ten days after the close of each quarter."
  2. "Quarterly reports shall be due in the following order:"

Quarter	Period Covered	Date Due
First	July 1 through September 30	October 10
Second	October 1 through December 31	January 10
Third	January 1 through March 31	April 10
- D. Annual Reports (SBE 23.060 (3))  
"The annual census report shall be completed at the close of the third quarter and filed with the Division of Records and Reports on or before April 20 of each year." (Also see KRS 159.260).
- E. Files Closed (SBE 23.060 (4))  
"For purposes of reporting to the Division of Records and Reports, the census files shall be considered as closed from April 1 through June 30."
- F. Importance of Census  
An active up-to-date census file is necessary for many reasons. Some of these reasons are:
1. To provide information for planning curriculum, organization of schools, and planning of buildings in the local district.
  2. To provide information for use in enforcing compulsory attendance.
  3. To provide records for use by the pupils, parents, courts and various agencies.

## CHAPTER IV

### School Calendar

A. Board to Adopt Calendar (SBE 23.041)

"On or before August 1 of each year, district boards of education shall, upon recommendation of the superintendent, adopt a School Calendar fixing the opening and closing dates of each school month, designating the dates of school days within each school month and describing the school days on which schools will be dismissed in accordance with State Board of Education Regulation 23.040."

B. Calendar To Be Approved (SBE 23.041 (2) )

"Each district superintendent shall, on or before August 15 of each year, file a copy of the adopted School Calendar with the Division of Records and Reports for approval as to the compliance with these regulations. No district shall be paid any installment of its Foundation Program allotment until the School Calendar for that district has been approved."

C. Amendments to Calendar (SBE 23.041 (3) )

"A district board of education may amend its School Calendar upon recommendation of the superintendent within the limitations of pertinent State Board of Education Regulations." Form RR-71 is to be used for all amendments.

D. Amendments To Be Approved (SBE 23.041 (4) )

"All amendments to School Calendars shall be submitted to the Division of Records and Reports for approval as to compliance with these regulations prior to the date of change in the existing School Calendar except that, in cases of emergency beyond the control of the local superintendent, post approval of an amendment may be requested." Each amendment submitted will list the dates of days schools were not in session and the make-up dates on which schools will be in session.

Two copies of the calendar are to be submitted to the Division of Records and Reports and one copy is to be retained in the district. After approval as to compliance with State Board Regulations, one copy will be returned.



## CHAPTER V

### Records and Reports

#### A. Census

##### 1. Census Enumeration Sheet (Form RR-1)

This form is used in making an actual canvass of the number of children between the ages of six and eighteen living in a particular district. In the taking of the census, all pre-census children should be enumerated in order that the district may have a census of those who will become six in future years. Such a canvass should be made once every five years and more often in districts affected by a constantly shifting population. The principals and teachers are to assist the director of pupil personnel in making a canvass of the district. Before this enumerating form is placed in the hands of teachers it is extremely important that they be given instructions regarding the proper methods to be followed in securing and assembling the information needed. Plans to conduct a census should not be completed until they have been submitted to the Division of Records and Reports for approval. Form RR-1 is furnished by the Division of Records and Reports on request.

##### 2. Census Card (Form RR-2)

This form is used for the purpose of keeping a continuous census record of each child between the ages of six and eighteen legally residing in the district. This record is to be kept up-to-date for the entire census life of the child, and is to be kept on file in the office of the director of pupil personnel of the district as a permanent record. The making and the future handling of each individual record shall be under the personal direction of the director of pupil personnel. The permanent census cards should be removed from the active files when they are no longer legally a part of the census and should be added when they become a part of the census. The count of cards should check with the reports submitted to the Department of Education. Permanent census cards should be posted with complete information as changes occur in the location of residence, school attending, grade placement, etc.

##### 3. Filing Census Cards (Form RR-2)

It is recommended that county districts and larger independent

districts (census exceeding 1500) file the active census cards alphabetically by subdistricts. Other districts might prefer to file the permanent cards in alphabetical order for the entire district. In the county districts and larger independent districts it is necessary that a master file be set up to control the active census file. Small cards, not larger than 4" x 6", may be used for the master file. These are not furnished by the state. These cards should contain the following data and be identical with form RR-2 as to: (a) full name of child, (b) date of birth, (c) name of parents or guardian, and (d) address and census district name or number. These cards will be kept in strict alphabetical order for the district as a whole. Any change made in the file necessitates a corresponding change in the master file.

To keep the permanent census free from duplication it is necessary that the master file be up-to-date at all times.

#### 4. Inactive Census File (Form RR-2)

Census cards and master file cards for children who have transferred to other school districts, died, or reached their eighteenth birthdays are to be removed as soon as possible after the information has been verified. The permanent census cards for such children should be placed in the inactive file, in alphabetical order, to be retained indefinitely. If any of these children should return to the district, his original census record in the district should be taken from the inactive file, posted and returned to the active file. Before any card is placed in the inactive file, notation of death and date if such has occurred, or new location and date withdrawn if child has moved to another district, should be made. Also, before the card representing withdrawals from the active census are placed in the inactive file, a tabulation of losses must be made and later summarized for the quarterly census report.

#### 5. Pre-Census File

Directly associated with the permanent census is the file for children under six years of age. The most important sources of information for this file may be (a) reverse side of enrollment card (Form RR-3), (b) birth certificate and records of local health units, and (c) lists furnished by teachers. The form used for the pre-census record may be a card similar to that recommended for use in the master file, so that if desired,



this card may be used as a master card when the child attains census age.

Cards for children becoming six years of age during the current year are to be separated from the others and filed according to months in which birthdays occur. The remaining cards should be filed in alphabetical order. This system of filing enables the director to make up permanent census cards for children reaching census age each month and furnishes information called for in the quarterly census report (Item B and Item K).

## B. Enrollment

### 1. School Enrollment Card (Form RR-3)

This form is to be used by the teacher to report pupils enrolled in school. A card is to be filled out for each child immediately after the child enters school. A new enrollment card is to be made out at the beginning of each year. The card, when complete, should be the most important source of information in posting the permanent census record, and keeping the pre-census file complete and up-to-date. Enrollment cards are to be filed in alphabetical order by schools, and should be retained for reference purposes for at least two years. Teachers should be constantly reminded of the importance of reporting accurate and complete information on each card. In case of withdrawal or transfer, the enrollment card is to be removed from the active file, the new residence location and the date of withdrawal noted at the bottom of the card, and filed in a special inactive file for enrollment cards. Close cooperation of neighboring directors of pupil personnel is vital to the efficient administration of school census and attendance.

### 2. Notice of Transfer (Form RR-4) (SBE 23.070 (1-9))

Notice of transfer shall be used by the principal or teacher in charge to report immediately the transfer of any pupil, whether within the school district or to another school district. This notice shall be made out in triplicate and all three copies sent to the director of pupil personnel. In the larger school districts, it may be desirable for the director to fill out the Notice of Transfer on the basis of information furnished him on a duplicate report which is filed by the principal or teacher at regular intervals. Such reports to the director of pupil personnel should be made at least once each month. In case the

transfer represents a change from one school to another school in the same school district, the director of pupil personnel will send the original Transfer Notice to the principal or teacher of the school to which the child has transferred. The principal or teacher receiving the Transfer Notice will immediately return same to the director stating whether or not the child has been located and has been enrolled in school. In case the Transfer represents a change from one school district to another, the director of pupil personnel will keep the yellow copy and forward the other two copies to the director of pupil personnel of the school district to which the child moved. If the child is not located within a reasonable period of time the director should return the Transfer to the sending director, stating that the child cannot be located. In the event the Transfer is not returned within a reasonable length of time, the census record for the child involved should be placed in the inactive file unless further investigation discloses that the child is still in the district. When a family moves from the district the director must ascertain the names of every child of census age, remove the census records from the active files and send out Transfer Notices for each child. It is necessary that complete information be given on the Transfer Notice. Upon receipt of a Transfer Notice from another director, the family must be located before census record cards for these children are made and placed in the active file. When a child is found without Transfer a reverse Transfer should be sent to the district where he formerly lived. (For detailed procedure see directions on Notice of Transfer Form RR-4). SBE 23.070 Notice of Transfer Rules:

- (1) "Form RR-4, Notice of Transfer, shall be used for both Direct and Reverse transfers."
- (2) "When a pupil of census moves from one district to another within the State of Kentucky, the Director of Pupil Personnel of the District where the child has resided shall mail a Direct transfer (RR-4) to the Director of Pupil Personnel of the district where the pupil has established legal residence."
- (3) "When a Director of Pupil Personnel receives a pupil from another district in Kentucky of census age without a Direct transfer, a Reverse transfer shall be mailed to the



Director of Pupil Personnel of the district where the pupil reports he formerly resided.”

- (4) “If a Director of Pupil Personnel fails to answer a request for transfer of pupils by the Reverse transfer method, then the Director of Pupil Personnel making the request shall report such failure to the Division of Records and Reports.”
- (5) “If after a thorough investigation by the Director of Records and Reports, it is determined that the failure to answer the Reverse transfer was due to negligence on the part of the Director of Pupil Personnel, then the district shall be penalized by having the number of pupils on whom the Reverse transfer had been requested, deducted from the total report on its annual census report.”
- (6) “Transfers shall be filed by the month.”
- (7) “The Director of Pupil Personnel must have on file either a Direct or Reverse transfer for every pupil reported under C (2) and C (3) on the Quarterly Census Report.”
- (8) “For every pupil reported under D (3), he shall have a Reverse transfer indicating that the pupil or pupils were not residents of the district where the pupils reported they formerly resided.”
- (9) “A ‘Master List’ of all pupils on whom the former residence cannot be determined as reported under D (3), shall be prepared by the Division of Records and Reports, and shall be mailed to Directors of Pupil Personnel of all districts of the State. If any of the pupils so listed were residents of any district of the State, it will be the duty of the Director of Pupil Personnel where they formerly resided to notify the Division of Records and Reports.”

3. Report of Withdrawal (Form RR-5)

The principal or teacher in charge of any school will use this form in reporting pupils who have presented valid reason for discontinuing school attendance. Valid reasons are listed in the **Teacher's Register**. This form must not be used for pupils who have withdrawn to be transferred to another district.

4. Re-Entrance Report To Director Of Pupil Personnel (Form RR-6)

This form is to be used by the teacher or the principal to

report to the director of pupil personnel the re-entrance of a child reported as withdrawn according to Form RR-5.

5. Absence Report Blank (Form RR-7)

This form is used by the principal or teacher in reporting cases of absences to the director of pupil personnel. Absences are to be indicated by encircling on the calendar the proper dates and placing in this space the code number found at the bottom of the report. This report is submitted to the director who makes the necessary investigation and records the results on the form. The director may then make a duplicate of this form and return the original to the teacher. Future absence reports on the child and the results of future investigations are to be recorded on the same record sheet. This method insures a cumulative record of absences on each child and of the results of the director of pupil personnel's investigation. Variation of this method of reporting absences are probably desirable in the larger school districts. It is obvious that it is impossible for the director in large districts to make an investigation of all absences. Because the teacher is that member of the school staff nearest the child in the school situation, the first investigation of any absence should be made by the teacher, and the director's services should be requested only in those cases where the teacher has been unable to obtain the desired results.

C. Other Reports

1. Final Notice (Form RR-10)

This form is to be used only in extreme cases after repeated efforts have failed to secure compliance with the provisions of the attendance law. To be legal this notice must be served in person or delivered by registered mail. A duplicate copy should be kept on file. Legal proceedings must be followed if terms of this notice are ignored. The following reasons may be accepted as valid excuse for the absence of a child from school:

- |                              |                                |
|------------------------------|--------------------------------|
| 1. Illness of Child          | 5. Quarantine                  |
| 2. Certain illness in family | 6. Lack of sufficient clothing |
| 3. Death in family           | 7. Extreme weather             |
| 4. Reporting to court        | conditions                     |



2. Report of Case in (Juvenile) (County) Court (Form RR-8)

The director of pupil personnel will use this form to keep an office record of court cases. Each director of pupil personnel should keep a file showing a history of each case.

3. Physician's Statement (Form RR-9)

The director of pupil personnel shall require the parents or guardian to secure the statement of a physician in all cases of protracted illness and in those cases wherein the director is in doubt as to the accuracy of the information given by the parent or guardian concerning the physical condition of the child. The director of pupil personnel shall send a copy of this statement to the principal or teacher in charge of the school. This statement of illness will also be accepted when signed by a public health officer.

D. Monthly Reports

1. Teacher's Report

After the aggregates have been calculated for each pupil listed in the **Teacher's Register**, the aggregates must be added vertically to obtain totals. Add all three columns under "Transported Pupils" (Code T1), "Transported Pupils" (Code T2) and "Non-Transported Pupils." Then check the addition by adding days present and days absent and comparing this total with the total days membership. Next, add the daily totals horizontally. Addition should be checked by adding days present to days absent and comparing with the total days membership. After these checks have been made and found to agree, then the aggregate obtained from adding daily totals should be compared with the aggregates obtained by adding the aggregates for each pupil. When all these checks agree, the monthly report should be completed.

Extreme care must be taken by the teacher to see that data on the monthly report are accurate summaries of the data collected during the month. A summary of the monthly report is to be made on page 79, and on page 77 if the teacher teaches more than one grade, before the report is turned in to the principal. The teacher must sign the certification on each monthly report. The principal or director of pupil personnel should not accept any monthly report from any teacher until the teacher has signed the certification.

The **Teacher's Register** of each teacher should be checked frequently by the principal, head teacher, and/or director of pupil personnel to insure that all instructions are being followed and that complete and accurate reporting is being done by all teachers.

2. Principal's Report (Form RR-19)

The principal is responsible for accurate summarization of teachers' monthly reports and the making of the principal's monthly report. One copy is to remain on file in the school and one copy is to be sent to the superintendent.

3.

E. Quarterly Reports

1. Quarterly Census Reports (Form RR-16 and Form RR-16a)

These reports are made three times each year. See dates-due on page 721 in this bulletin).

Two copies are to be made. One is filed with the local board of education and one copy is sent to the Division of Records and Reports.

F. Annual Reports

1. Teacher's Report (See KRS 161.200)

At the completion of the school year, teachers shall complete the annual report. Two copies of this report are required. One copy is submitted to the head teacher, principal or director of pupil personnel. The second copy is to remain in the **Teacher's Register**. The annual report shall agree with information submitted on the various monthly reports. Errors detected in monthly reports should be corrected both in the principal's copy and in the summary in the **Teacher's Register**. The teacher should initial all changes made on the monthly report after its submission since she has previously signed the certification thereon. All other information should be complete before the **Teacher's Register** is accepted at the end of the school year. Such information as the addresses of the parents, sources of pupils, principal causes of absences, causes of withdrawals, both in code and destination, and other data should be recorded currently and completely.

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2. Principal's Annual Report (Form RR-20 and RR-20a)

The principal is responsible for the accurate summarization



of teachers' annual reports and the making of the principal's annual report. Three copies of this report are made. One copy is filed at the school; one copy is filed in the superintendent's office and one copy is mailed to the Division of Records and Reports by the director of pupil personnel.

3. School Census Report (Form RR-12 County and Form RR-13 Independent)

Two copies of the Annual Census Report shall be completed at the close of the third quarter and a copy filed with the Division of Records and Reports on or before April 20 of each year.

These reports should be checked very carefully for accuracy and the number of census-age children shown on the report should equal the number of permanent census cards in the active file. (For detailed instructions see KRS 159.250, KRS 159.260, KRS 159.270 and SBE 23.060 (3), (4) quoted in this publication).

For reporting purposes to the Division of Records and Reports, the active, permanent census files shall be closed from April 1 through June 30.

4. Annual Statistical Report (Form RR-55)

This report is made annually at the close of the school term. One copy is filed with the local board of education and one copy is sent to the Division of Records and Reports as soon as possible after school closes.

The director of pupil personnel will need to check for accuracy all reports that will be used in preparing the "Annual Statistical Report."

5. Report on Non-Resident Pupils (Form RR-21)

This report is to be made at the end of the school term. One copy is to be filed with the local board of education and one copy is to be sent to the Division of Records and Reports. This report will give the following information on pupils enrolled in the schools of the district but who legally reside outside the district:

- a. Name of district where the pupil legally resides.
- b. School the pupil is attending.
- c. Number of days taught.

- d. Number of pupils from each district.
- e. Aggregate days attendance of pupils by districts.

Part One of the Report on Non-Resident Pupils lists the pupils for whom the districts have written agreements with the boards of education of the districts of their legal residences.

Part Two of this report lists the non-resident pupils attending schools of the district for whom the local board of education does not have written agreements. Also, listed here are the pupils who **legally** reside outside the state.

6. Agreement for Non-Resident Pupils (Form RR-22) (KRS 157.350)

“Each district which meets the following requirements shall be eligible to share in the distribution of funds from the public school foundation program fund:

(5) Includes no non-resident pupils in its average daily attendance, except by written agreement with the district of the pupil’s legal residence.”

These written agreements shall be kept on file subject to inspection by a representative of the Division of Records and Reports.



## CHAPTER VI

### Conclusion

#### A. Teacher's Responsibility

The teacher is responsible for neat, complete, and accurate reporting of all data required by the **Teacher's Register** in accordance with the instructions contained therein. She is also responsible for various other census and attendance reports required by the local board of education and the State Board of Education. Each monthly report, made from the **Teacher's Register** carries the certification, "I certify that the **Teacher's Register** has been kept according to instructions and the data on this report are true and correct to the best of my knowledge and belief." When the teacher signs this certification, she places her professional and personal integrity in attestation of the facts reported. It should be a matter of professional pride for teachers to discharge this responsibility to the best of their abilities. A neat, well-kept **Teacher's Register** reflects a proficient teacher mindful of her obligations and responsibilities.

#### B. Principal's Responsibility

The principal is responsible for the level of efficiency of those who work under his administration and supervision. He should confer with teachers often, both individually and in groups, concerning their problems in pupil accounting, and he should make frequent inspections of the **Teacher's Registers** to insure that good reporting practices are being followed. Specific care should be taken by the principal to ascertain that new teachers understand and follow the instructions in the **Teacher's Register**. The principal certifies as to the discharge of these responsibilities when he signs the principal's annual report. The certification reads:

"I hereby certify to the following: (1) All teachers in this school, including myself, have complied with the law and with regulations of the State Board of Education as set forth in the **Teacher's Register of Attendance**; (2) All teachers have kept the prescribed records and have filed their monthly reports; (3) This report has been prepared as directed and is complete and correct to the best of my knowledge and belief."

C. Director of Pupil Personnel's Responsibility

The director of pupil personnel should become thoroughly familiar with every detail of the **Teacher's Register**, school census records and other pupil accounting records, and should be able to instruct teachers regarding the proper manner of keeping these records. The director should be able to detect errors and omissions quickly when the records are turned in for inspection.

Frequent inspection of **Teacher's Registers** will do much to insure greater efficiency in record keeping. The director of pupil personnel has responsibilities for preparing the summaries required by the annual tabulation sheets. Directors are required to sign a certification as to the correctness and accurateness of these tabulation sheets.

D. Superintendent's Responsibility

As in all other phases of the operation of the schools, the local superintendent has overall responsibility for the manner in which pupil data are collected and reported in his school district. The superintendent signs a certification that the information reported in his "Annual Statistical Report," the tabulation sheets, and census reports is true and correct to the best of his knowledge and belief. This implies that he has provided leadership in good pupil accounting practices and has planned with his director of pupil personnel and principals the manner and method of pupil accounting in his school district.

## APPENDIX A

### List of Terms and Definitions

**Absence—** The non-attendance of a pupil on days school is in session. A pupil shall be marked absent for each half-day session at which his non-attendance occurs. Pupils shall be considered absent although such absence is due to factors beyond his control, such as inclement weather or failure of the transportation system to operate. No pupil shall be allowed to make up absences for the purpose of counting such activities in computing aggregate daily attendance.

**Absence**

**Aggregate—** The sum of the days absent of all pupils when school was actually in session.

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**Attendance—** The presence of a pupil on days school was in session. The attendance shall be ascertained at the beginning of each half-day session. Pupils not present at these times shall not be counted in attendance unless they are absent as participants in school activities approved by the Board of Education and which are definitely a part of the instructional program of the school.

**Attendance Aggregate—** The sum of the days present by all pupils when school was actually in session.

**Compulsory School Ages—** The ages from seven to sixteen years.

**Days School in Session—** Those days on which the teacher and the pupil were carrying on a recognized part of the school program in accordance with an adopted \*or amended school calendar.

**Enrollment—** The total number of original entries in a given school.

**Holidays—** Boards of education may dismiss school not more than four days in a 185-day school term to observe holidays designated by the local board of education.

**In Service Days—** Boards of education which have secured prior approval of a two-day work conference from the Division of Teacher Education and Certification of the Department of Education may dismiss schools two days for such conferences. (SBE 23.040 (2)).

**Membership—** A pupil is a member of a class or school from the date he presents himself at school and is placed on the current roll until he permanently leaves the class or school for one of the causes recognized by the state. The date of permanent withdrawal should be the date on which it is officially known that the pupil has left school, not necessarily the first date after the date of last attendance.

**Membership  
Aggregate—**

The sum of the days present and absent for all pupils when school was actually in session during the year.

**Non-Resident  
Pupils—**

A pupil enrolled in a school in the local school district but who is a legal resident of another school district.

**Original  
Entry—**

A pupil who enters school for the first time in a given year in Kentucky. There are two types of original entries, coded E1 and E2. E1—Any pupil who enrolls for the first time in the United States in either a public or non-public school during the current school year. E2—Any pupil who was previously enrolled for the school year in a public or non-public school in another state and who has not previously been enrolled in Kentucky.

**Professional  
Day—**

Days schools are dismissed by the board of education for teachers to attend the annual meetings of the Kentucky Education Association, the district association of the Kentucky Education Association, or planned educational conferences devoted to organization or completion of records.

**Pupil—**

The word "pupil" as the basis for average daily attendance as provided for in KRS 157.320 (1) and for all other uses in the public school system shall mean all persons who are in attendance at school between the ages of six and twenty-one years. Any pupil who meets requirements of KRS 158.030 for entering school shall be considered six years of age for attendance purposes.

**Re-Entries—**

For each school year, the pupils received from another classroom in the same school or another school in the State. In every case, these pupils have already been classified as original entries in some school in Kentucky.

**School Age—**

The ages from six to twenty-one years.



**School Day—** Six hours of actual school work. This is defined to mean six clock hours of actual work. The use of part of the six hours for supervising the lunch period and for supervising physical education may be approved by the Bureau of Instruction of the State Department of Education on application of the superintendent of the district.

**School District—** Public school district. Schools under the management and control of the same local board of education are in the same district.

**School Month—** Days in which teachers are employed. The school month is made up of days taught, school holidays, professional days, and in-service days. Ordinarily this is twenty days; however, it can be as few as five days at the end of the term.

**School Term—** All school districts shall maintain a minimum term of 185 school days, except as provided in KRS 157.350 and 158.070.

**Tardy—** Being absent for less than half of a school day shall be regarded as being tardy.

**Transported Pupil—** A pupil who lives a mile or more from school, by the nearest traveled road, and is transported at public expense (T1), with one exception, handicapped children who are transported at public expense and live less than one mile from school may be counted as transported (T1's). A pupil who lives less than one mile from school and is transported at public expense (T2).

**Truancy—** Any child who has been absent from school without valid excuse for more than three days, or tardy more than three days, is a truant. Any child who has been reported as a truant more than three times is a habitual truant.

**Withdrawals—** For each school year, those pupils who have permanently severed their connections with classes, grades and/or schools.

## APPENDIX B

### List of Forms and Form Numbers, Division of Records and Reports

Form Number	Name of Form
RR- 1	Census Enumeration Sheet
RR- 2	Census Card
RR- 3	School Enrollment Card
RR- 4	Notice of Transfer
RR- 5	Report of Withdrawal
RR- 6	Re-Entrance Report to Director of Pupil Personnel
RR- 7	Absence Report Blank
RR- 8	Report of Case in (Juvenile) (County) Court
RR- 9	Physician's Statement
RR-10	Final Notice
RR-11	Monthly Report of Director of Pupil Personnel to Superintendent
RR-12	School Census Report—County
RR-13	School Census Report—Independent
RR-16	Quarterly Census Report—First and Second Quarters
RR-16a	Quarterly Census Report—Third Quarter
RR-18	<b>Teacher's Register of Attendance</b>
RR-19	Principal's Monthly Report to Superintendent
RR-20	Principal's Annual Report—Secondary
RR-20a	Principal's or Head Teacher's Annual Report — Elementary
RR-21	Report on Non-Resident Pupils
RR-22	Agreement for Non-Resident Pupils
RR-23	Attendance Report—Vocational Pupils
RR-24	Report on Enrollees Who Are Over Twenty-one Years Old
RR-55	Annual Statistical Report
RR-56	Tabulation Form—Attendance and Personnel Data for Individual School Centers
RR-70	School Calendar
RR-71	Amendment to School Calendar