

Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Average Number Belonging

Definition: Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year. Funding for districts is based on ANB and must be accurate.

For a child to be counted for ANB purposes, they must:

- a) Meet the definition of pupil as found in § 20-1-101 (10) MCA,
- b) Be enrolled for a full school day, namely two hours for kindergarten, four hours for grades one through three and six hours for grades four through 8, and
- c) Not dropped from enrollment for being absent more than 10 consecutive school days.

Attendance Accounting:

Days present and absent for every student are to be recorded in a register approved by the Board or the County Superintendent. The register should be retained with the permanent records that are in the school or at the County Superintendent's office. The purpose of the current reporting includes informing parents of a student's attendance record.

First Monday in October and first Monday in February, the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the district. Special education children who are enrolled in special programs 16 hours a week or more will be listed separately.

Policy History:

Adopted on: 2008-09

Revised on: 11/15/2018