

Approval of Attendance Accounting System

Community Day School attendance must be maintained and reported in clock hours for each school day (*Education Code* sections 48663 and 48664). As stipulated on page 167 in the *Attendance Accounting and Reporting in California Public Schools* manual published by CDE in 1991, school districts (including county offices of education that establish Community Day Schools) must individually obtain CDE approval for their attendance accounting systems. To request approval, each district should submit a copy of its Community Day School attendance accounting system to Kim Clement, California Department of Education, School Fiscal Services Division, 1430 N Street, Sacramento, CA 95814. For more information, call (916) 327-0857.