

D. Compilation & Maintenance of Student Records

D-1. School Districts and Charter Districts

School district governing boards and charter operator governing bodies are responsible for compiling and maintaining original attendance records according to the [General Records Retention Schedule for School Districts and Charter Schools](#). Attendance records can be compiled by either a paper system or a paperless system.

Attendance shall be recorded for each student, maintained at all levels, and submitted at least once every 60 days in session as required by [A.R.S. § 15-901](#).

School districts and charter districts must maintain a sufficient audit trail of attendance documentation to be able to validate the accuracy of the attendance information reported to the Arizona Department of Education (ADE). Per the Uniform System of Financial Records Compliance Questionnaire for [school districts](#) and [charter districts](#), this information should include the names or identification numbers of the persons making and authorizing the changes. Audit trail documents can utilize either a paper or electronic format.

The schools shall record the attendance information into their student information system (SIS) and then submit to Arizona Education Data Standards (AzEDS).

If a school district or charter district fails to maintain original attendance records, it may be subject to an average daily membership (ADM) adjustment in accordance with [A.R.S. § 15-915](#).