

HOONAH CITY SCHOOL DISTRICT

SOP No. 21

STATE OF ALASKA STUDENT DATA REPORTING MANUAL

1. **PURPOSE:** To establish that all schools shall adhere to the State of Alaska Student Data Reporting Manual and follow acceptable procedures for enrolling and attendance and student data retention
2. **AUTHORITY:** Superintendent
3. **RESPONSIBILITY:** Superintendent, Principal and School Secretary
4. **REPORTING PROCEDURES:** To view the State of Alaska Student Data Reporting Manual, go to the following website:
<http://www.eed.state.ak.us/publications/StudentDataReportingManual.pdf>
 - a. **Enrollment** - Before a student is allowed to enter school an enrollment packet must be completed by the student's parent/guardian. The packet will consist of at a minimum:

Enrollment Form
Family Education Rights and Privacy Act (FERPA)
Immunization Statement
506 Indian Ed Form
 - b. Before the records are filed, the principal is responsible for insuring all pertinent data has been entered into the District student database, Powerschool.
 - c. The principal shall ensure the school secretary/registrar has been instructed how to file the completed forms in the students' cumulative file. The students' cumulative files will be kept in a fireproof locked filing cabinet within a locked office at the school.
 - d. During the school year student information may change and any updated forms submitted by parents/guardians shall to be entered into the District student database immediately and then filed in the students' cumulative file.

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- e. Each year all appropriate staff will receive training on Student Data Reporting Manual and the use of Powerschool and the importance of accurate information contained therein.
- f. It is ultimately the Principal who is responsible for all student data and what is entered into Powerschool.
- g. Attendance – All teachers will follow the Student Data Reporting Manual for keeping attendance and keeping their grade books.