

General School Administration

Administrative Attendance

For purposes of safety, support and coordination, building principals must report absences directly to the District Education Center. Assistant principals report their attendance to building principals.

When an administrator will not be in attendance due to illness, he or she must notify the appropriate Superintendent or Deputy/Assistant Superintendent as soon as possible.

If an administrator will not be in attendance due to personal business or vacation, he or she must submit a “Business/Vacation/Floating Holiday Request” form to the Superintendent or Deputy Superintendent and have those days pre-approved five workdays in advance in the Superintendent’s or Deputy/Assistant Superintendent’s approval.

The Human Resources Department will maintain a separate attendance record for administrators.

Adopted: 12/13/0

Amended: 10/22/07