

STATE BOARD RULES GOVERNING
SCHOOL ATTENDANCE AND PUPIL ACCOUNTING

Pursuant to N.J.S.A. 18:2-4b, 18:10-29.31,
18:13-113, 18:14-71.15, 18:14-71.32, 18:14-92.4,
18:15-1

A. THE SCHOOL REGISTER

1. The Commissioner shall prepare and distribute annually a school register which shall be known as the New Jersey School Register, for recording pupil attendance in all public schools of the State operated by boards of education, except adult schools.
2. Pupil attendance shall be recorded in the school register during school hours on each day the school is in session.
3. In addition to school registers used in regular classes separate school registers shall be kept for pupils attending regular evening schools, evening vocational schools, schools or classes for the physically handicapped, schools or classes for the mentally handicapped and summer schools operated by boards of education.
4. The attendance record of all mentally retarded or physically handicapped pupils furnished individual instruction or training at home or in school shall be recorded in one or more separate school registers kept, insofar as practicable, according to the regulations herein provided. These registers shall serve as a separate official record of the individual instruction provided by the local school district. Pupils on roll in these registers shall not be regarded as enrolled for purposes of state-aid based upon average daily enrollment and the statistical data accumulated therein shall not be included in reports of class instruction.

B. SCHOOL ENROLLMENT

1. The enrollment in a class, a school or a school district shall be the total number of original entries in any such unit during a school year. The total number of original entries in all the classes and schools of a school district shall constitute the school enrollment for that district during any school year.
2. No pupil attending a public school operated by a board of education shall be enrolled in more than one school register in any school district during a school year. Such pupils shall be enrolled as of the first day of attendance for that year.
3. No pupil shall be enrolled in a school register until he has reached the following legal school age:
 - a. Kindergarten - over 4 years and less than 6 years
 - b. Primary School - over 5 years
 - c. Evening School - over 12 years
4. Any pupil enrolled in a school register in a school district who moves to another school district in the same school year shall be enrolled in one register in the new school district upon entering school in that district.

5. The average daily enrollment in a school district for a school year shall be the sum of the days present and absent of all enrolled pupils when the school was in session during the year, divided by the number of days school was actually in session. The average daily enrollment for the classes or schools of a district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual classes or schools.

C. SCHOOL ATTENDANCE

1. For purposes of school attendance a day in session shall be a day on which the school is open and the pupils are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session.
2. A school day shall consist of not less than four hours of actual school work, except that in an approved kindergarten one continuous session of two and one half hours may be considered a full day.
3. An approved kindergarten shall meet the following requirements:
 - a. Every kindergarten teacher shall hold a certificate valid to teach in a kindergarten. This rule shall not be retroactive prior to July 19, 1949.
 - b. No pupil other than kindergarten pupils shall be taught in the kindergarten room when the kindergarten is in session.
 - c. A balanced program shall be conducted to meet the developmental needs of kindergarten pupils with no formal instruction in reading, writing, number work, or other similar subjects. Suitable facilities, equipment, materials and supplies shall be provided including movable furniture.
4. A day of attendance shall be one in which a pupil is present for the full day under the guidance and direction of a teacher or teachers while school is in session. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of pupils in each session a pupil attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
5. A half-day class shall be considered the equivalent of a full days attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.
6. An evening school session shall be considered the equivalent of a half-day class in the regular day school for students attending a minimum of two or more hours.

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7. A record of the attendance of all pupils on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions printed in the school register, and if necessary, according to supplementary instructions issued from time to time by the Commissioner.
8. No pupil shall be recorded as present unless the school is in session and the pupil or pupils so recorded are under the guidance and direction of a teacher or teachers in the teaching process.
9. A pupil shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except pupils excused due to religious holidays who shall be recorded as excused.
10. A pupil shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after he enters until the date he is transferred to another school, transferred to a register for individual instruction and training, or officially leaves the school system.
11. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse pupils for religious observance upon the written request signed by the parent or person standing in loco parentis.
12. The mere presence of a pupil at roll call shall not be regarded as sufficient attendance for compliance with these rules. In a two-session school a pupil shall be present at least one hour during any school session in order to be recorded as present for that session. In a one-session school a pupil shall be present at least two hours during any school session in order to be recorded as present for that session. This rule shall be construed to apply to the occasional individual pupil only and not to a class as a whole.
13. In one-session schools the attendance of all pupils on roll in a school register shall be recorded for one session only. In such instances the time and length of the session shall be a matter of record in the school register.
14. Whenever any school district initiates a program for kindergarten classes where it is deemed advisable that the kindergarten children attend less than a two and one-half hour session, such children shall be considered present in the school register under the following conditions:
 - a. The shortened sessions shall not be extended beyond the first three days of school.

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- b. Such shortened sessions shall consist of not less than one hour of actual attendance.
- c. The provision for such shortened sessions shall be made upon the recommendation of the superintendent of schools or the county superintendent of schools in school districts where there is no superintendent; shall be approved by the board of education, and shall be incorporated in the school calendar for any year in which such shortened sessions are approved.