BOX ELDER SCHOOL DISTRICT
PUPIL ACCOUNTING PROCEDURE

1. The Fall Enrollment Report is based on the enrollment count taken on the first day in October. This report is found in Aspire under Reports; Attendance; Consecutive Absent Audit; Input the Number of Periods Absent = One Absent Day; Select the Unexcused Codes. Any student who has not attended school for ten consecutive days must be withdrawn unless services are being offered and documented by the school/district before October 1.

2. The school district requires a membership count at the end of each trimester. This report is found in Aspire under Reports; Enrollment; Enrolled Students; choose Term 1 to Term 3.

3. A roll book should be printed at the end of the year and kept at the school for 5 years. This is found in Aspire under Reports; Attendance; Student Attendance Detail; Choose all students and mark include exited.