

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.40* - Records and Reports

POLICY

All employees of the Board shall faithfully and accurately keep such records and make such reports as may be required by law, State Board of Education Regulations, and Regulations of the Board or as the Superintendent may deem necessary for the effective administration of the school system. (1001.51 (13) (a)) Such records shall include pupil attendance, property inventory, school funds, and other types of information.

Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be made by the designated time. The Superintendent shall withhold any warrant or warrants until the required report is submitted in an acceptable form.

STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1001.42 (11), 1012.53, F.S.

HISTORY:
Adopted: 06/17/97
Revision Date(s): 12/03/02
Formerly: