

**Attendance  
Committee  
Documentation**

The principal will ensure the decision of the attendance committee is documented in writing, shared with the student, parent or guardian, and retained as part of the student's academic record. The documentation will include the committee's decision and a statement certifying the committee acted in the best interest of the student. The documentation will also include the signatures of all members of the committee, their official capacity, and their agreement or disagreement with the decision.