1. School staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school.

1. The Student Late Arrival Log shall be provided to the buildings by the District.
2. Students arriving late to school must be signed in on the Student Late Arrival Log at the school’s designated attendance area.
3. Each log must be properly dated and a new form used daily. School personnel must verify the student name and arrival time are properly recorded on the Student Late Arrival Log.
4. Attendance personnel shall follow the Columbus City Schools Attendance Codes documentation when recording a student’s late arrival into Infinite Campus.
5. Students arriving late to school due to district transportation reasons shall be coded as Class Excused once school personnel has verified the reason for the delay with the District’s Transportation department. Refer to the *Guidelines for Coding Attendance Due to Transportation Issues.*
6. The Student Late Arrival Log must be maintained with the attendance files. These files shall be stored in an accessible filing drawer/cabinet dedicated to attendance documentation.
7. Should a school opt to utilize an electronic attendance scanning system, a printout from the system shall be attached to the Student Late Arrival Log each day. Such a printout should be considered compliant with these guidelines.