

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**

**School Attendance - Student Census**

**Series: C12**

**Reference: West Virginia Code §18A-5-6**

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The Superintendent or designee is responsible for directing the school census to see that it is taken at the time and in the manner provided by law.

A school census of youths from birth through twenty years of age as of September first of the year in which taken, or of such ages as otherwise may locally be determined and of mentally and physically handicapped persons of all ages, may be made as directed by a county Board of Education.

The school census may be taken by the teachers or as otherwise directed by the county Board of Education.

Teachers taking the school census shall be entitled to use school hours not to exceed a total of one school day, and shall be compensated for such time as for time taught.

The State Superintendent of Schools shall have authority to require a state-wide enumeration by the counties at such times as he may direct and may establish the procedures therefor.

In order that the census record may be as currently accurate as possible, and be a reliable source of reference through the school year, it shall be the duty of each county Superintendent of Schools to establish and administer through the office of the county director of school attendance a system of cumulative census records which may be prescribed by the State Superintendent of Schools.