

STUDENT ABSENCES/EXCUSES/DISMISSAL

A child who will have reached his/her fifth birthday on or before September 30, of any school year and who has not passed his/her eighteenth birthday is required to attend school and the parent is legally responsible for that child's school attendance unless compulsory attendance has been waived by the school board. This regulation is intended to define unexcused absences and to set limits on student attendance patterns which might be considered as truant and delinquent.

When a student returns to school from an absence, including an absence due to early dismissal, the parent must send a note to the principal or the principal's designee. The note must contain the reason for the absence, the date(s) of the absence, the signature of the parent or other authorized person, and a telephone number where the parent or other authorized person may be reached during the day. An excused absence is not automatically granted based on a note from a parent or other source. The parent may contact the principal or the principal's designee to determine whether the absence was excused or unexcused.

Some reasons for excused absences are: funeral, illness (including mental health and substance abuse illnesses), injury, legal obligations, medical procedures, suspensions, expulsions, religious observations, and military obligation.

The principal or the principal's designee shall establish procedures for reporting absences to the office and to parents. A daily absentee list shall be published, distributed, and reconciled each day. Parents shall be contacted when a student's absence is unverified. Copies of the daily absentee list shall be kept on file with the daily phone log of calls to the homes of the absent students.

Principal shall establish procedures for maintaining notes and excuses. Reasons for absences should be recorded in the PowerSchool attendance directory according to procedures established by the superintendent or the superintendent's designee. Each school shall maintain a daily log of late student arrivals and early dismissals.

Teachers shall maintain accurate daily attendance records. Teachers should follow the meeting attendance procedures set by the principal or principal's designee to report multiple-unexcused absences, and/or tardies. The number of days absent should be noted on the report card. Teachers, coaches, and sponsors shall distribute a list of names of students who will miss school due to participation in a school-sponsored activity or event.

Notification to Parents

The principal or the principal's designee will provide parents the following notice for unexcused absences from school.

First Unexcused Absence: Telephone message will be left for the parent.

Second Unexcused Absence: Telephone message will be left for the parent.

Third Unexcused Absence: Principal or designee will speak with the parent/guardian to explain compulsory attendance.

Fourth Unexcused Absence: A letter will be mailed to parent.

Fifth Unexcused Absence: Principal or designee will meet with student to design an attendance plan and the plan will be explained to the parent in person or through a telephone conversation. The state field, Attendance Plan Code, is marked appropriately in the PowerSchool.

Sixth Unexcused Absence: Principal or designee will contact parent within ten school days, which must take place no later than the fifteenth school day after the sixth absence, to schedule a meeting. The school will also send a letter to the parent that includes the scheduled meeting time and date. The state field, Attendance Conference Code, is marked appropriately in PowerSchool.

Seventh Unexcused Absence: Principal or designee will contact the Attendance Officer for the division who shall enforce the compulsory attendance rules. When a court referral/complaint or proceedings filed, the state field, Court Referral/Complaint Filed Code, is marked appropriately in PowerSchool.

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