

Somerset County Public Schools Attendance and Tardy Guidelines

Attendance Interventions

Parents/Guardians will receive a daily call via Connect Ed informing them of their child's absence with a reminder to send in documentation.

School Level	Number of unlawful days or tardies per quarter	Action taken by school
Elementary/Intermediate	2 days	<ul style="list-style-type: none"> ▪ School counselor will meet with student and follow-up with a telephone call to the parents/guardians.
	3 days	<ul style="list-style-type: none"> ▪ Principal or designee will mail 1st attendance or tardy letter to the parents/guardians and a copy of the attendance brochure. ▪ School counselor will meet with student and follow-up with a telephone call to the parents/guardians.
	4 days	<ul style="list-style-type: none"> ▪ Principal or designee will call the parents/guardians and follow-up with a 2nd attendance or tardy letter that will warn of failure on the 10th day of unexcused absence. ▪ Counselor will refer student to the learning support team.
	8 days	<ul style="list-style-type: none"> ▪ Failure letter and a copy of the attendance brochure and the appeal process procedures will be sent to the parent/guardian. ▪ Principal or designee will call the parent/guardian.
	8-10 days	<ul style="list-style-type: none"> ▪ Counselor will complete an attendance referral with appropriate documentation and forward it to the Student Services department. ▪ Student Services personnel will make referral to the State's Attorney Office/Truancy Court.

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School Level	Number of unlawful class periods or tardies per quarter	Action taken by school
Academy/High School	2 periods per class	<ul style="list-style-type: none"> ▪ Principal or designee will mail attendance letter to parents/guardians. ▪ School counselor will meet with student and follow-up with a phone call to the parents/guardians.
	4 periods per class	<ul style="list-style-type: none"> ▪ Principal or designee will call the parents/guardians and follow-up with a 2nd attendance or tardy (1st) letter and a copy of the attendance brochure. ▪ Counselor will refer student to the learning support team.
	5 periods per class	<ul style="list-style-type: none"> ▪ Principal or designee will send 3rd attendance or tardy (2nd) letter certified informing the parents/guardians that the student will receive a failing grade for the course. Letter will include a copy of the attendance brochure and the appeal process procedures.
	6-8 total class periods	<ul style="list-style-type: none"> ▪ Counselor will complete an attendance referral with appropriate documentation and forward it to the Student Services department. ▪ Student Services personnel will make referral to the State's Attorney Office/Truancy Court if the student is under 18.

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SOMERSET COUNTY PUBLIC SCHOOLS
Trip Approval Request

This form is to be completed and returned to the school principal at least ten (10) days prior to departure. It is strongly recommended that families plan trips around days when schools are not in session to minimize days lost from regular classroom instruction.

School: _____ Date of Request: _____

Student: _____ Grade: _____

Adult Responsible: _____ Telephone Number: _____

Destination: _____

Dates of Trip: _____ No. of School Days Absent: _____

Educational Objectives: _____

Daily schedule of activities that will accomplish the objectives:

Student: This form must be signed by all persons listed below. Please return to the office as soon as all teachers involved have signed.

Signatures (verifying notice of request - - not approval)

1st _____ 5th _____

2nd _____ 6th _____

3rd _____ 7th _____

4th _____

Signature of Adult Responsible: _____

Approved/Disapproved

Principal's Signature _____ Date _____