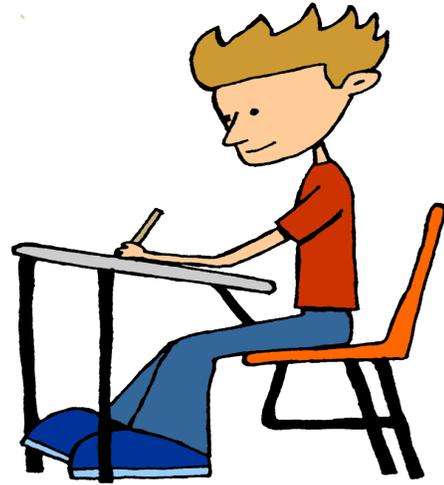


# Attendance Policy 2900 Q & A



**Question: What are valid reasons for which a parent may excuse their child from school?**

**Answer:**

1. Scheduled family event (family vacation, bereavement); however, the parent needs to submit a *written* statement at least *one day before* the scheduled absence.
2. Proactive visit to a health care provider; however, the parent needs to submit a *written* statement at least *one day before* the scheduled absence.
3. Illness (mental or physical)
4. Family emergency (accident, death in the family)
5. Approved school activity
6. In accordance with an IEP/504
7. Court/detention
8. Homebound

**Question: May we inquire as to whether or not the child is absent for one of these valid reasons?**

**Answer:** Yes absolutely! Absences are reported; codes in Power School include: A=School Related Activity | E=Excused | F=Flu | S=Truant | Z=Suspension | I=In School Suspension | M=Medical/Chronic Illness | O=Office Excused | H=Homebound | C=Court/Detention

**Question: What if the parent calls in to excuse their child and it *isn't* for one of the valid reasons?**

**Answer:** It is considered an unexcused absence.

**Question: With the exception of a scheduled family event or scheduled proactive visit to a health care provider (which must be notified *prior*), how long *after* missing school does the parent have to call in to excuse an absence?**

**Answer:** A reasonable timeframe as determined by the school, but not to exceed 1 week after the absence.

**Question: How long does the student have to make up missed work for any type of absence (excused, unexcused, truant)?**

**Answer:** Absences prior to midterm may be submitted up through the midterm grading period. Absences after midterm may be submitted up through the end of the current grading period.

**Question: What if the parent calls in stating that their child has a medical issue or illness on a frequent and/or excessive basis?**

**Answer:** Excessive is considered 10% of school days thus far, at which point the school may require documentation from a health care provider.

**Question: Is there a limit to the number of valid excused absences that a student may have?**

**Answer:** No, however, 10% is considered excessive and an administrator/counselor may request a conference. Also, if the absenteeism is impacting the student's ability to progress educationally and/or is affecting the student's academic performance school interventions should be implemented.

**Question: When can students *under the age of 14* be referred to the Juvenile Courts?**

**Answer:** Only after the following steps:

1. At 5 unexcused absences, mandatory parent notice/letter sent
2. Upon verification of receipt of mandatory letter, mandatory meeting is held with parent
3. At mandatory meeting, interventions are discussed/determined
4. Interventions implemented
5. At 5 more unexcused absences Form 96 is completed/submitted for review to the Department of Student Services

**Question: When can students *ages 12+* be referred to the Juvenile Courts?**

**Answer:** Only after the following steps:

1. At 5 times **truant**, mandatory parent notice of truancy sent
2. Upon verification of receipt of mandatory notice/letter, mandatory meeting held with parent & student
3. At mandatory meeting, interventions are discussed/determined
4. Interventions implemented
5. Student fails to cooperate with the interventions/efforts **AND** student has less than a 3.5 GPA Form 96 is completed/submitted for review to the Department of Student Services

**Question: What is truancy?**

**Answer:** Without a valid excuse. (Generally, the parent is unaware, such as: sluffing.)

**Question: Is a tardy ever considered an unexcused absence?**

**Answer:** No, it is a tardy. It is reported in Power School as: T=Tardy | W=Late - 20+ Minutes | L=Excused  
Late 1st Period

**Question: May an earned grade be withheld because of absences?**

**Answer:** No.