

To: Parents and Guardians
From: Building Principals
Date: June 1, 2016
Re: Updated attendance policy

We are alerting parents of changes to the attendance policy for the 2016-2017 school year so that families can plan accordingly. The following changes/additions have been made to the attendance guidelines for all students in grades K-12:

1. The District shall permit a student to be excused for participation in college visits/educational trips for up to three days per school year. Situations requiring more than three days shall be dealt with on a case-by-case basis through administration.
2. All dependent students who have been absent must have their excuses signed by a parent/guardian. The signed excuses must be submitted to the attendance secretary or homeroom teacher within 3 days of the absence. Excuses not received within the 3 day period will be treated as unexcused/unlawful.
3. Attendance letters will be sent to parents routinely after five and ten days of parentally excused absences.
4. A maximum of 10 days of cumulative lawful absences verified by parental notification may be permitted during the school year. All absences beyond 10 cumulative days will require an excuse from a licensed physician. Any days absent after 10, without a physician's excuse, will be considered unexcused/unlawful. Exceptions may be made through the building principal. Days taken for family educational trips will count toward the 10 parent written excuses.
5. In the case of a chronic illness or injury, a physician's excuse must be provided every 45 days.
6. When a student under the age of 17 accumulates a third unlawful absence, he/she will be referred to the SAP team and a Truancy Elimination Plan will be developed.
7. When a student over the age of 17 accumulates 10 unexcused absences, they may be dropped from the class rolls.
8. Students are required to make up missed work and may not receive credit for coursework if they have had four or more unexcused absences.
9. If a student has more than 3 unexcused absences and more than 20 total absences in a school year, they may be:
 - a. Denied course credit
 - b. Required to attend summer school
 - c. Provided alternative education
 - d. Required to undertake a project or extra work
 - e. Be retained

*If credit is denied, it could jeopardize graduation, participation in graduation/promotion ceremonies and/or promotion to the next grade.
10. A student with more than 3 unexcused absences in a school year or a history of unexcused absences may be denied approval for a Family Educational Trip or participation in a field trip or in-school activities.
11. An appeal process has been established for parents/guardians or students who believe credit, promotion or other privileges have been denied unjustly due to attendance issues.