

Communication of Absences to the School

Procedure for Verification for Valid Excused Absences

Valid Excused Absences are an illness with health care provider note, which may be either mental or physical; a family death; an absence permitted by a school age minor's individualized education program (IEP) or Section 504 Plan; a family emergency; a family event; observance of religious holiday; medical appointment; pre-approved education/vacation leave.

- Students will be expected to obtain make-up work from their teacher and to complete make-up work and assignments within the assigned time frame.
 - A student's academic grade should not be penalized for absences or tardies.
- Teachers will be responsible for providing students with make-up work and identifying a reasonable deadline for completion.

Illness or Medical Appointment

1. After five guardian excused absences for illness, a parent will provide a note from a health care provider to the front office.
2. School front office staff records these absences as E-DR.

Family Death, Family Emergency, Religious Holiday

1. Parent provides notification to the school that the student will be absent.
 - a. For students who have NOT missed 10 percent or more of the school year, parent notification (e.g. call, email) will be accepted for documentation of absence.
 - b. For students who have missed 10 percent or more of the school year, additional documentation in addition to parent notification will be required (e.g. obituary, wedding announcement)
2. School front office staff will record the absence using the appropriate school code (i.e. E-B, E-CT, E-R, E-FE).

Related to IEP or Section 504 Plan

1. IEP or 504 Team identifies and documents in student plan specific criteria for excused student absences (e.g. doctor's note identifies chronic medical illness, parent calls when student is absent due to chronic illness)
2. IEP or 504 case manager communicates this criterion to front office staff.
3. Parent provides notification to the school that the student is absent due to pre-identified individual student needs.
4. School front office staff will record the absence using the appropriate school code.

Procedure for Education/Vacation Leave

A student may be allowed up to ten (10) days for education/vacation leave in a given school year, if prior arrangements have been made with the school for the student to make up his/her homework.

1. Prior to education leave, parents complete an Education Leave/Vacation Form for approval.

2. Teachers will address the Work to Be Completed section found on the vacation form to determine school work students should complete prior to leaving and/or upon returning from leave, at the teacher’s discretion.
3. School administration will verify all education leave. If education leave exceeds 10 days within one school year, school administration will communicate with their School Performance Director to determine approval of additional days may be granted.
4. Students will complete work assigned by the teacher and submitted within the identified time frame.

Unexcused Absence: If a parent fails to make prior arrangements with the principal for extended student absences and if the school cannot locate the parent or student to verify the reason for the student’s prolonged absence, the student’s absence is unexcused.

- Students with **unexcused absences** may be able to make-up work subject to approval by the principal.

Standard Notification Schedule

# of Unexcused Days Absent	Notification
0	Compulsory Education Information: notice included in online registration and in other publications sent to community and patrons.
3-5	Parent Phone Call or Email – Teacher will call parent indicating student has missed 3-5 days of school and document date of communication in Skyward. Teacher will inquire if the student is doing okay, express concern, and ask what the school can do to support the student making up work and not falling behind.
5-7	Notification of Attendance Issue Letter 1- Administrator or attendance assistant will call parent explaining that the student has missed six days of school and reminding the parent of the importance of regular school attendance. The date of communication will be documented in Skyward. Front Office Staff will send Notification of Attendance Issue Letter 1 through regular mail and document date of communication in Skyward.
9-11	Notice of Compulsory Education Violation Letter 2 - Administrator will identify a date, time, and location to meet with parents. Front Office Staff will send Notice of Compulsory Education Violation Letter 2 through regular mail and document the date sent in Skyward. Front Office Staff will send a copy of letter to Suzanne Ren via district mail. Suzanne Ren will send letter through certified mail. Administrator will document meeting summary and date in Skyward. If parents do not show up for scheduled meeting, Front Office Staff will send Administrative Meeting No Show Letter to Suzanne Ren. Suzanne Ren will send letter through certified mail.
12	Habitual Truancy Citation Letter 3 - Front Office Staff will send Habitual Truancy Citation Letter 3 through regular mail and document the date sent in Skyward. Front Office Staff will send a copy of letter to Suzanne Ren via district mail. Suzanne Ren will send letter through certified mail.

Community and Legal Intervention

In accordance with state law, a school administrator, school resource officer, or truancy specialist may issue a notice of compulsory education violation to a parent of a school-age child if the school-age child is absent without a valid excuse at least five times during the school year.

A notice of compulsory education violation shall:

- direct the parent of the school-age child to meet with school authorities to discuss school attendance problems;
- designate the school authorities with whom the parent is required to meet;
- state that it is a class B misdemeanor for the parent of the school-age child to intentionally or recklessly fail to meet with designated school authorities to discuss attendance problems or fail to prevent the school-age child from being absent without a valid excuse five or more times during the remainder of the school year;
- be served on the school-age parent by personal service or certified mail; and not be issued unless the school age child has been truant at least five times during the school year.

CSD Attendance Plan Assurances

- SCC approves plan
- School plan is accessible on school website
- Teachers accurately record student attendance daily for students.
- School staff follow guidelines for absence reporting and coding, as established by the Department of Planning and Enrollment.
- Principal has submitted school attendance plan to their respective School Performance director for review and approval