

# ATTENDANCE GUIDE

Attendance is calculated using hours instead of days.

Time missed due to a student being late to school or leaving early also counts toward absence hours.



Attendance officer files a complaint in juvenile court against student and/or parent if the student does not improve attendance or make satisfactory progress on the attendance plan.

Legal Intervention  
Tier 3

## Legitimate Excuses for Missing School:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Work at home due to the absence/incapacity of guardian
6. Observance of a religious holiday
7. Medical or dental
8. Medically necessary leave (ordered by a doctor)
9. Emergency or set of circumstances the Superintendent constitutes as a good and sufficient cause for absence.

To be excused, the student must provide the office a written note from their parent or a medical professional within 3 days stating the date and reason for the student's absence.

## CHRONIC ABSENTEEISM

is when a student misses 10% of the school year (17 days)

*with or without* a legitimate excuse (not including medical excuses)

Active Intervention  
Tier 2

*Student referred to the  
Absence Intervention Team*

Parents, staff, and the attendance officer meet to address issues causing the absences and create a plan to improve attendance.

## HABITUAL TRUANCY

is when a student misses 30 consecutive hours (approx. 5 days) or 42 hours in a school month (approx. 7 days) 72 hours in a school year (approx. 12 days) *without* a legitimate excuse (not including medical excuses)

**CAUTION**

District staff will address absences in an effort to prevent reaching habitual truancy.

Early Intervention  
Tier 1

## EXCESSIVE ABSENCE

is when a student misses 38 hours in a month (approx. 5 days) or 65 hours in a school year (approx. 10 days) *with or without* a legitimate excuse (not including medical excuses)



# GOOD ATTENDANCE!