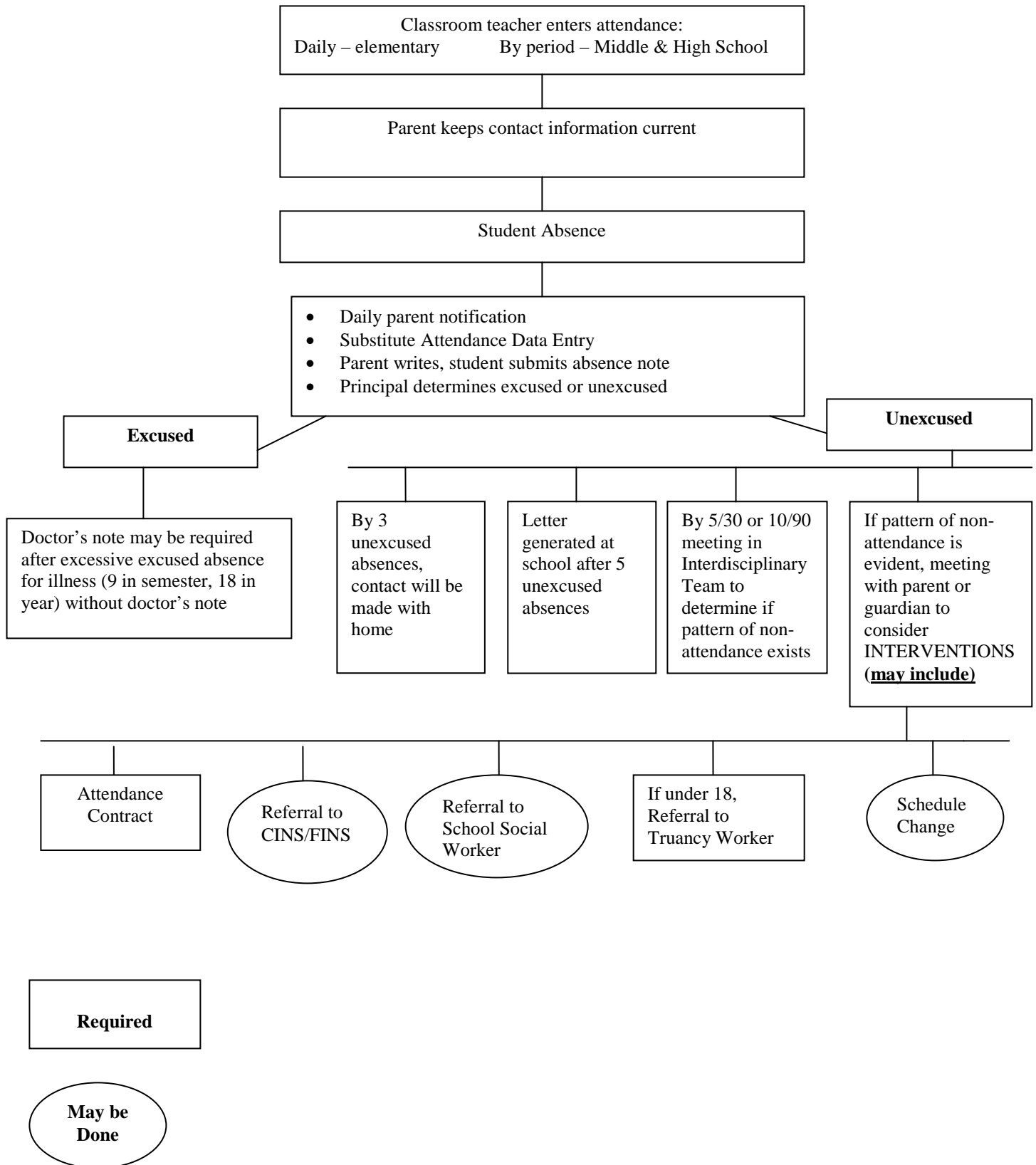


School Attendance Procedures Flowchart



SCHOOL PROCEDURES

- (1) All **elementary, middle and high school** students who are absent will be marked “unexcused” “U” until the parent/guardian notifies the school in writing and justifies the absence. If the school staff has **specific or prior knowledge**, then the student may be marked “P”, “R”, “O”, “E”, or “S”.
- (2) It is the responsibility of the parent/guardian to notify and justify the absence of their student. Parents/guardians are encouraged to telephone the school during a student’s absence and to request assignments if the absence is anticipated to be two or more days. Upon the student’s return the parent/guardian must provide **written** justification for their student’s absence. Failure to do so within three school days will cause the absence to be recorded as “unexcused.”
- (3) Upon each absence the school shall contact the home.
- (4) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student’s teacher or counselor shall report to the school principal or his/her designee that the student may be exhibiting a pattern of non-attendance. The principal (or designee) shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to SWST (School Wide Support Team).
- (5) The SWST will determine if early patterns of truancy are developing. If the team finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.
- (6) If the initial parent/guardian meeting does not resolve the problem, the team shall implement interventions that best address the problem. The interventions may include but need not be limited to:
 - (a) Frequent communication between the teacher and the family
 - (b) Changes in the learning environment
 - (c) Mentoring
 - (d) Student counseling
 - (e) Tutoring, including peer tutoring or Saturday School
 - (f) Placement into different classes
 - (g) Evaluation for alternative education programs
 - (h) Attendance contracts
 - (i) Referral to other agencies for family services
 - (j) Referral to CINS/FINS (ages 10-17) for voluntary services

The team shall be diligent in facilitating the intervention services and shall refer the case to Pupil Support Services staff only when all reasonable efforts to resolve the non-attendance behaviors are exhausted.

(7) Documentation and referral to Pupil Support Services

Each case should be documented for steps (3), (4), (5), and (6) listed on the previous page and the documentation (School Attendance Documentation Form) becomes the referral to Pupil Support Services for the action of a School Social Worker or School Truancy Worker and implementation of District Truancy Procedures.

This chart should be available to all staff responsible for marking student attendance.

ABSENCE CODES	
CODE	DEFINITION
E	EXCUSED – Includes illness of student, documented major illness in student’s immediate family, funerals as excused by principal, and special and unique situations pre-approved by the principal. Work can be made up; an Independent Study Agreement can be used in special situations.
U	UNEXCUSED – The reason or excuse for absence is inadequate or does not meet the criteria above for an excused absence.
O	OUT-OF-SCHOOL SUSPENSION – Work can be made up.
S	IN-SCHOOL SUSPENSION
R	RELIGIOUS HOLIDAY – Religious holidays of the specific faith of the student. Work can be made up. Religious holidays are not counted as absences when calculating perfect attendance.
P	PRESENT – Encompasses field trips, extra curricular activities (such as band, orchestra, choral, sports, debate, etc.), in the clinic, administrative offices, guidance, in-school-restriction, etc. Work can be made up.
T	TARDY – Late to class or school without adequate excuse.
D	EARLY DISMISSAL – Early dismissal without adequate excuse.