

## Attendance

School attendance is vital to educational achievement and school success. Parents or guardians have the responsibility to make certain their child attends school daily, unless (s)he is ill. The school social worker monitors attendance of all students and notifies parents when a problem begins. Please note the following:

1. Lawful (excused) absences are identified as illness, death in the immediate family, emergency doctor appointments, court appearances, or quarantine by the health department. A note from the parent or doctor is required **within 2 days of when your child returns to school. If a note is not sent, the absence will be coded unexcused.** Parents will receive notification of excessive absences. **Even if a note is sent, the reason for the absence must meet the criteria for an excused absence or it will be coded unexcused.**
2. Unlawful (unexcused) absences include those that would have been excused; however notification was not received explaining the absence.
3. A student must be in school at least half the school day (3 hours 15 minutes) to be marked present. (11:15)
4. An attendance committee will review any situation in which a student misses 20 or more days. Retention may be a consequence.
5. **Absences may be excused as educational only with the prior approval of the principal at least two weeks in advance as well as the completion of academic work verifying the relevance of the trip. Forms and criteria for educational opportunities are located on our website. Please note that cruises, trips to Disney World, family vacations, etc. will not be approved as educational.**