

APPENDIX

503 STUDENT ATTENDANCE

ADMINISTRATIVE ATTENDANCE PROCEDURES

The school district believes regular attendance to be an essential element in the student's educational process. Regular, punctual attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day and ensures quality education. Regular, punctual attendance, a responsibility that should be shared by students, parents, and school, is one means by which a student learns responsibility and self-discipline. To encourage attendance, the school district herein adopts the following attendance procedures for Robbinsdale Public Schools:

School Communication Regarding Attendance

1. School administration will send out a [general information letter](#) to families at the beginning of the school year and refer to website with complete procedure.
 - a. General Information Letter will include:
 - i. Importance of attendance/Impact of absences & importance of collaboration between school, student & family
 - ii. Building time frames for tardy, early release, partial day and full day absences
 - iii. School Attendance Line Information (Spanish option)
 - iv. District response to cumulative excused and unexcused absences.
 - a. Hennepin County Be@School link
 - b. Staff will receive training on absence reporting and responsibilities

Attendance Procedures

1. If a student is absent or will be absent from class or arrive late to school, the student's parent or guardian must call the **24-hour attendance line** before the start of the school day. Phone calls are preferred to report absences. If a phone call cannot be made, a note with a phone number where a parent or guardian can be reached will be acceptable on the day the student returns; otherwise, the absence will be considered unexcused. The parent or guardian must contact the school within 48 hours to change an absence from unexcused to excused. If for some reason a parent is unable to follow the above procedure, the building administrator or designee must be contacted.
2. Students must be in school for a minimum of three hours (unless absent due to a school-sponsored activity or documented medical/dental appointment) in order to be eligible to practice or participate in any activity after school.

3. Physical education & Recess Attendance and Excuses. When a temporary condition or disability resulting from illness or injury makes it necessary for a student not to participate in physical education, swimming, or recess, the parent is asked to write a note making this request. If the student is to be excused for longer than a day a statement from the attending physician requesting this is required. These requests should be brought to the health office before classes start in the morning.

Classification of Absences

1. Excused Absence
 - a. An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work, and it is the teachers' and parents'/guardians' obligation to assist the student with all make-up work. Each teacher will notify the students of the classroom's make-up work policy.
 - b. A student should complete all missing work within a period equating to two days per day of excused absence from school. Students should proactively request work or assignments in cases of prearranged absences.
 - c. The following absences are considered excused, and will not be counted toward cumulative absences:
 - i. Days during which a student is suspended from school. Student will be permitted to complete make-up work.
 - ii. Absence related to compliance with State's immunization requirement.
 - d. The following absences are considered excused, and will be counted toward cumulative absences:
 - i. Physical or mental health concern or illness (may be excused by the following means):
 - a) Written verification from a health care provider
 - b) Verification from the school nurse
 - c) Written or verbal communication from the parent/guardian
 - ii. Serious illness in the student's immediate family.
 - iii. Medical, dental, orthodontic treatment, or a mental health appointment.
 - iv. Family emergencies
 - v. Active duty in any military branch of the United States
 - vi. College visits
 - vii. Regularly scheduled religious instruction, not to exceed three hours in any week
 - viii. Religious holiday or observance
 - ix. Extreme weather conditions considered by the parent/guardian to be too dangerous for the student to attend school.
 - x. Driver's examination. The school requires documentation in order for this to be considered an excused absence.
 - xi. Prearranged personal or family vacations.
 - xii. Non-school competitions or events, parent/guardian may request an excused absence for participation in a non-school sponsored athletic, dramatic or musical event. The request must be in writing in advance of the first absence and arrangements will be made to complete missed schoolwork.

- e. Excused Absence Verification
 - i. Documentation for additional excused absences will be required if a student accumulates more than 12 cumulative absences.
 - ii. Illness greater than 3 days requires medical provider documentation
2. Unexcused Absence
- a. An unexcused absence indicates that the student is absent from school or class with or without the consent of the parent/guardian, for a reason which is not acceptable to the school as excused absences
 - b. Make-up work may be required, and credit will be given at the discretion of the teacher, based upon the individual classroom's make-up work policy.
 - c. Unexcused absences are counted toward cumulative absences
 - d. The following are examples of absences that will not be excused:
 - i. Working on school assignments or preparing for exams at home
 - ii. Work at a business, except under a school-sponsored work release program
 - iii. Personal or family vacation that is not pre-arranged with school administration
 - iv. Oversleeping or missing alarms
 - v. Volunteer work
 - vi. Missed transportation
 - e. Consequences of Unexcused Absences
 - i. In cases of recurring unexcused absences, progressive interventions designated in the Hennepin County Be@School Truancy Prevention program will be implemented.
3. Monitoring Absenteeism
- a. Attendance will be taken and recorded daily in elementary schools and for each class period in secondary schools.
 - b. Multi-Tiered System of Support Team (MTSS) meets on a regular basis to monitor both cumulative student absenteeism and to assure consistency and equity.
 - c. The school notification system will provide daily, electronic communication to parents with each absence for the school day or a class.
 - d. School administration will monitor **cumulative** absences and work with families to improve attendance.
 - i. At least once per quarter, school administration or designee will communicate with parents about their child's attendance for students that have the following number of cumulative absences:
 - a. 9 or more cumulative absences: School administration will communicate with families about attendance concerns via [letter](#) and may begin an intervention process to improve attendance.
 - b. 12 days: School administration will send a [letter](#) to families stating future absences will be considered unexcused.
 - c. 15 days: School administration will send a [letter](#) to families notifying them of referral to Be@School.
 - ii. School administration will monitor **unexcused** absences and work with families to improve attendance following Hennepin County's [Be@School](#) truancy reporting process.
 - a. 3 days: School administration will send letter

- b. 6 days: Referral to Parent Group Meeting
- c. 9 days: STAR Report

4. Tardiness & Partial Day Absences

- a. Tardiness or partial day absence is classified as excused or unexcused based on classification of absences.
- b. Each school will develop procedures to address excessive and/or unexcused tardies and partial day absence, focused on intervention
- c. Tardiness & Partial Day Absence Definitions

Elementary	
Tardy or Early Release	Up to 59 minutes late/early
Partial Day Absence	1-3 hours or 5 tardies
Fall Day Absence	Over 4 hours or 10 tardies
**Tardies and partial day absences will accumulate towards cumulative and unexcused absence totals and will be reported using Be@School guidelines.	

Secondary	
Tardy	Up to 10 minutes per class
Class Period Absence	Over 10 minutes per class
Partial Day Absence	3 period absences
Full Day Absence	7 period absences
** Partial day absences will accumulate towards cumulative and unexcused absences totals and will be reported using Be@School guidelines.	

5. Absence reporting for Students 18+

- a. Schools will report absences to parents or guardians as they are still a stakeholder in their child's education
 - i. Parents/guardians of students 18 and older can submit an [opt out form](#) for students to assume responsibility for their own attendance

6. Reenrollment following drop for non-attendance

- i. Schools will notify families via phone, email and [letter](#) when students are dropped from enrollment for non-attendance. Contact will be documented in Infinite Campus.
- ii. Students who have been withdrawn for less than 90 calendar days may re-enroll by contacting the school building. Families will be asked to verify census information.
- iii. Students who have been withdrawn for more than 90 days may re-enroll by contacting the enrollment center and completing registration paperwork.
- iv. Students 18+ wanting to re-enroll will need to meet with a school and/or adult academic liaison to determine academic path

7. Roles and responsibilities

- a. School administrators are primarily responsible for monitoring and promoting positive school attendance. School administrators also have the authority to modify student attendance once it has been reported.
- b. School social workers assist school administrators with tracking student attendance, filing Be@School reports, and implementing interventions for students struggling with attendance.
- c. School office employees are responsible for distributing letters to families. Letters will be distributed between October 1 - May 1.

Resources

- [Attendance General Information](#)
- [Codes for Attendance Reporting](#)
- [3 Day Unexcused Letter](#)
- [9 Day Cumulative Letter](#)
- [12 Day Cumulative Letter](#)
- [15 Day Cumulative Letter](#)
- [Drop/Re-Enrollment Letter](#)
- [Parent/Guardian Opt-Out Form](#)