

# S-4: Truancy Notification

## PARENT NOTIFICATION OF COMPULSORY EDUCATION

Because of the Salt Lake City School District's commitment to quality education, we are concerned when a child misses school for any reason. The process of education requires a continuity of instruction, class participation, learning experience, and study. Frequent absences of students from day-to-day classroom experiences disrupt the educational and the instructional process.

Utah's compulsory education law, Utah Code §53A-11-101 through -106, requires that every school-age child, age 6-18, be enrolled in school and attend regularly. Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons: illness, medical appointment, family emergencies, death of family member or close friend, observance of religious holidays, and family activity or travel, approved and arranged in advance with principal. A school shall reasonably accommodate a written request of a student's parent or guardian to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. The principal will determine if these extended absences will adversely impact the student's education.

A note to the school explaining your student's absence is required each day your student misses school.

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

The district's procedures with regard to truancy are as follows:

- A. A habitual truant citation will not be issued to a school-age child who is less than twelve (12) years old or a school-age child who is at least sixteen (16) years old and has at least a 3.5 cumulative grade point average.
- B. After five (5) or more days of UNEXCUSED absences, or equivalent class periods within a school year, a First Truancy Notification and/or Citation will be issued requesting parent's help with their student's attendance.
- C. After ten (10) or more days of UNEXCUSED absences, or equivalent class periods within a school year, a Second Truancy Notification and/or Citation will be issued. The notice of truancy shall direct the school-age child and the parent of the child to meet with school administrators to discuss the school-age child's truantries. Parents must schedule a conference with school officials to attempt to resolve the student's attendance issues.
- D. A student is considered to be "habitually truant" when he or she is truant at least ten (10) times during one school year, or fails to cooperate with efforts on the part of the school administrators to resolve the child's attendance problem as required under §53A-11-103 "parental involvement."
- E. After fifteen (15) or more days of UNEXCUSED absences, or equivalent class periods within a school year, a Third Truancy Notification and/or Citation and Notice of Pre-Court Hearing will be issued requiring an appearance at a pre-court hearing. Citations issued to parents or guardians whose truant child is under the age of twelve (12) may be referred to the Salt Lake County District Attorney (DA) and the district will provide the DA with any documentation necessary to support the referral. If the truant child is older than twelve (12) years of age, he or she may be referred to the Third District Juvenile Court, and the district will provide the court with any documentation necessary to support the referral.

To appeal a truancy citation, submit the appeal in writing to the Student Services Committee (SSC) at the school where your child is enrolled. Appeals must be submitted to the SSC within ten (10) days of the date the citation was issued. Refer to Board Policy S-4, Student Attendance and Exemption from School, and its accompanying administrative procedures.

If you have questions about your child's attendance, including excused and unexcused absences, please contact the school where your child is enrolled. Your support and cooperation are appreciated.