

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Student Attendance

Section Title: Attendance Requirements

Sub-Section No. 501.9a

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The Board of Trustees believes that regular school attendance contributes to successful student achievement. Furthermore, regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. It is the responsibility of the student and parent / legal guardian to meet the district and state attendance requirements.

The principal is responsible for implementation and enforcement of the student attendance policy. The following guidelines will be used to enforce this policy:

1. An accurate record system of student attendance shall be maintained by the school. The principal is responsible for submitting weekly attendance information to the superintendent or his/her designee.
2. A student is responsible for all work missed during any absence.
3. Parents will be notified either through a mailed letter or Skyward email when the student reaches five (5) and nine (9) excused or unexcused absences per semester. The letter shall indicate the attendance policy and the number of days missed. Parents may be asked to attend a conference with the principal or his/her designee to discuss excessive absences
4. Nine (9) unexcused absences and/or truancies will result in loss of high school credit for students in grades 9-12. Students who exceed the absences outlined in policy may appeal to the building principal.
5. Exceptions to the attendance procedure will be judged on his/her individual merit by the site administrator or designee.

Legal References: IC 33-21; IC 33-202; IC 33-204

Adopted: 1/24/89

Amended: 8/13/07

Reviewed: 2017

Revised: 11/8/2021

## Elementary letter for 5 absences

Attendance Alert #1

<Date>

Dear Parent / Guardian of \_\_\_\_\_,

Our attendance records indicate your child has missed 5 or more days of school this semester (excused and/or unexcused). Per board policy 501.9, schools are tasked with informing parents when students reach this five (5) absence threshold. The purpose of this letter is a notice to you of the number of days missed as of the date of this letter.

We know good attendance gives students the best chance at succeeding academically. We miss our students when they are gone, and we value their contributions to our school. Absences represent lost time in the classroom and a lost opportunity to learn.

In compliance with Idaho Code and for student safety, schools track attendance daily. We notice when a student is missing from class and communicate with parents to understand why students are absent. School personnel attempts to identify barriers and supports available to overcome challenges parents may face in helping students attend school.

As always, we appreciate your support and value our partnership with you. Please call me if I can be of assistance.

Sincerely,

Principal

## Elementary letter for 9 absences

Attendance Alert #2

<Date>

Dear Parent / Guardian of \_\_\_\_\_,

Our attendance records indicate your child has missed 9 or more days of school this semester (excused and/or unexcused). Per board policy 501.9, schools are tasked with informing parents when students reach this nine (9) absence threshold. The purpose of this letter is a notice to you of the number of days missed as of the date of this letter.

We realize some absences are unavoidable due to health concerns or other emergency circumstances. Often the number of days students are absent, removed from school early, or arrive at school late accumulate without parents realizing how many days have missed. Regardless of the reason, we know students who chronically miss school may fall behind academically.

In compliance with Idaho Code and for student safety, schools track attendance daily. We notice when a student is missing from class and communicate with parents to understand why students are absent. School personnel attempts to identify barriers and supports available to overcome challenges parents may face in helping students attend school.

What happens next? If your child continues to miss school, you may be invited to a conference with the principal and/or school counselor. At that time, we will partner with you to develop a plan to help your child attend school regularly.

Please contact me with any questions or concerns. If there is a specific reason your child cannot attend school, I am happy to help in any way I can. Thank you for your support and commitment.

Sincerely,

Principal