LENAPE TECHNICAL SCHOOL
Procedures for Policy No. 204 Attendance

PROCEDURE: EXCUSED ABSENCES

STEP 1 – On the fifth (5^{th}) day of absence a letter will be sent home outlining the school's policy and the TAP advisor and Dean of Students will meet with the student.

STEP 2 – On the tenth (10^{th}) day of absence a registered letter will be sent to the parents outlining the school's policy on attendance. The Principal/~~Assistant Principal~~ Dean of Students or designee will hold a School Attendance Improvement conference with the student and parent/s to discuss the attendance record and implication of further absence. The outcome of this meeting will be documented in a written School Attendance Improvement Plan. The plan shall be retained in the student's file. A copy of the plan will be provided to student, parent, and sending school (if part-time).

PROCEDURE: UNLAWFUL/UNEXCUSED ABSENCES

STEP 1 – On the third (3^{rd}) day of unlawful/unexcused absence a registered letter will be sent to parent/guardians notifying them of the possibility of ~~a fine~~ Citation or other consequences for any further absence not covered by a doctor's excuse. A conference may be held with the student, parent/guardians and the Principal/~~Assistant Principal~~ Dean of Students or designee to discuss the attendance record and implication of further absence. The outcome of this meeting will be documented in a written School Attendance Improvement Plan. The plan shall be retained in the student's file. A copy of the plan will be provided to student, parent, and sending school (if part-time).

Lenape Administration will issue citations for full-time students only. For part-time students Lenape Administration shall coordinate with the sending districts in the implementation of their attendance policy.