

Absences and Excuse Guidelines**HIGH SCHOOLS**

- A. Four (4) parent notes accepted per semester
 - One (1) note = one (1) day
 - Note does not carry over
 - Note must be received within three (3) school days upon returning to school
- B. One Call Now
- C. Letter at point of truancy (3 unexcused absences or tardies in a school year)
- D. Conference at point of habitual truancy (reported truant two or more times in a school year)
- E. Home Visit (Attendance Advocate)
- F. Referral to Court

MIDDLE SCHOOLS

- A. Four (4) parent notes accepted per semester
 - One (1) note = one (1) day
 - Note does not carry over
 - Note must be received within three (3) school days upon returning to school
- B. One Call Now
- C. Letter at point of truancy (3 unexcused absences or tardies in a school year)
- D. Conference at point of habitual truancy (reported truant two or more times in a school year)
- E. Home Visit (Attendance Advocate) - Final Notice
- F. Referral to Court

ELEMENTARY SCHOOLS

- A. Four (4) parent notes accepted per semester
 - One (1) note = one (1) day
 - Note does not carry over
 - Note must be received within three (3) school days upon returning to school
- B. One Call Now
- C. Letter at point of truancy (3 unexcused absences or tardies in a school year)
- D. Conference at point of habitual truancy (reported truant two or more times in a school year)
- E. Home Visit/Absence (Attendance Advocate) - Final Notice
- F. Home Visit/Excessive Tardiness (More than 12 tardies in a school year may result in home visit or referral to court.)
- G. Referral to Court

PARENT NOTES

- For these guidelines, “parent notes” may include notes from persons other than a parent who reside in the state and have custody or charge over the child.
- Parent notes will transfer from school to school.

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