

**Absences and Excuse Guidelines**

Excused absences and tardies require documentation consistent with the absence (Ex: Note from a licensed medical provider, a letter from the military, KY State Fair ticket, a letter from General Assembly, EHO form). If official documentation is not provided the student may provide up to four (4) parent notes per semester. (Each note may excuse one (1) day's absence). Each student is also allotted two (2) parent notes for tardies per semester, separate from, and in addition to, the previously referenced four (4) parent notes for absences. Note should be received within five (5) school days upon returning to school.

**TRUANCY GUIDELINES**

- School will send a letter at the point of truancy (3 unexcused absences or tardies in a school year)
- School will provide a conference at the point of habitual truancy (reported truant two or more times in a school year)
- District will perform a Home Visit (Attendance Advocate) and deliver a Final Notice once a student has accumulated 9 unexcused absences.
- If truancy continues following the home visit the district will make a 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.

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