



# Understanding Absences

Excused vs. Parent/Guardian Verified vs. Unexcused

***State of Indiana Attendance Expectation: 94%  
(10 or fewer days missed per year)***

## EXCUSED

### Parent/Guardian Notifies School on the day of absence

- Illness verified with a physician statement dated at the time of the visit/illness
  - Note must be returned within 2 days of returning to school
- Death in the family
- School sends the child home sick (if due to fever, the following day will also be excused)

### Pre-Arranged Excused Absences:

- Page for Indiana General Assembly
- Election Day Worker
- Court Witness
- Indiana National Guard Active Duty or Military Deployment of an Immediate Family Member
- School activities or school business
- Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
- Observation of a religious holiday
- College visits (for high school students)

## PARENT/GUARDIAN VERIFIED

### Parent/Guardian Notifies School on the day of absence

**4 days per semester/term are allowed, or as approved by a building administrator. Any day beyond 4 will be counted as an unexcused absence.**

An excused absence is defined as an absence that has been verified by the parent with a note, phone call or evidence of a doctor's visitation.

## UNEXCUSED

### Students should have ZERO Unexcused Absences

An unexcused absence is defined as:

- any absence not covered under the definition of excused absence
  - any absence beyond 4 parent/guardian verified per semester/term
- a non-verified absence (an absence not accounted for by a parent or guardian)

## Repercussions

For full attendance policies, including more details on which are countable and not countable to the allowable 4 days per semester/term, please review the student handbooks, which are available on each building's website via [www.bhmsd.org](http://www.bhmsd.org)

All absences are monitored. Not adhering to BHMSD policies may result in disciplinary action. If a student is absent (parent/guardian verified or unexcused) 5 days within a 10-week period, a truancy prevention plan will be put in place for the student as required by law. This does not include excused absence days.

Habitually truant students may be referred to DCS and/or Wells County Probation upon reaching 10 unexcused absences from school or when the student has been absent for any reason for 18 days during a school year, as required by state law.

## BHMSD Attendance Questions?

Review BHMSD policy C175 online at:  
[www.bhmsd.org/about/  
school-board/bhmsd-board-policies](http://www.bhmsd.org/about/school-board/bhmsd-board-policies)

Student handbooks also  
share this important  
information. For more, call:

**BHES: 824-0333**

**BHMS: 824-3536**

**BHS: 824-6006**



IC 20-33-2-14: The governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences ... Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence.

# BLUFFTON-HARRISON MSD