



Student Attendance Procedures

Student Attendance

I. INTRODUCTION

The Tooele County School District believes that student learning and achievement are directly related to attendance and engagement at school. Furthermore, personal responsibility and accountability demonstrated by regular school attendance is an essential life skill. These procedures are developed as an effort to follow state law, as well as to work proactively together with parents and community resources to encourage the regular attendance of all Tooele County School District students. The District believes this to be in the best interest of the students and the community. It is committed to working in harmony with parents/guardians to assist them with their responsibility to have their children attend school.

II. DEFINITIONS

- A. Absence/Absent: The failure of a student assigned to a class or class period to attend. "Absence" or "absent" does not mean multiple tardies. A parent will be notified by automated message, email, and/or text each time the parent's student is marked absent without prior excuse.
- B. Approved School Activity/Office Excused Absence: An event or activity sponsored by the school and approved by the school's administration. A student may attend an approved school event or activity as a team, class, club, or group member. An "approved school activity" and "office excused absence" are excused absences. However, students are responsible for completing any missed schoolwork resulting from the absences. All absences count toward chronic absenteeism...excused and unexcused.
- C. Attendance Concern Notice: Proactive communication in writing to notify parents when a student becomes chronically absent (missing ten percent (10%) or more of school days/class periods) or has at least five (5) truancies during the current school year.
- D. Attendance Resolution Conference: A meeting requested by school authorities with students and their parents/guardians, directing them to cooperate with the school in securing the students' regular attendance.

- E. Behavioral Health: The impact a student's actions can have on a student's physical or mental health and includes conditions in which services provided by social workers, counselors, psychiatrists, neurologists, behavior analysts, psychologists, and physicians would be appropriate.
- F. Chronic Absenteeism: A student who has missed ten percent (10%) or more of school days/class periods due to absence for any reason (excused, unexcused absences, or suspensions), which can translate into students having difficulty learning to read in elementary school, achieving in middle school, and graduating from high school.
- G. Compulsory Education Law (53G-6-202): The parent of a student who is at least six (6) years of age and not more than eighteen (18) years of age shall enroll and send their school-age minor to a public or regularly established private school during the school year of the district in which the student resides. It is a class B misdemeanor for a parent to intentionally or without good cause fail to enroll a school-age minor in school unless exempted as outlined in Utah Code 53G-6-204.

The Tooele County School District shall report violations of this law to the appropriate city, county, or district attorney.

- H. District Attendance Class: Truancy and chronic absenteeism prevention class required of students and their parents/guardians.
- I. District Attendance Mediation: A restorative truancy intervention program conducted by the District with the parents/guardians when a habitually truant student has not sufficiently improved attendance (has at least five (5) additional trancies during the current school year) after being directed to participate in an Attendance Resolution Conference.
- J. District Truancy Hearing: A disciplinary hearing conducted by the district for a habitually truant school-age child in grade seven (7) or above when a student has not sufficiently improved attendance (has at least five (5) additional trancies during the current school year) after being directed to participate in an Attendance Resolution Conference.
- K. Excused Absence: A student's absence from school may be requested by a parent/guardian and excused by the school administration for any of the following valid reasons/excuses:
 1. An illness, which may be either mental, behavioral, or physical (*documentation not required from a medical or mental health professional*);
 2. A medical, dental, or orthodontic appointment.
 3. The death of a family member or close friend.
 4. A family emergency.
 5. A family activity.
 6. An approved school activity/office excused absence.
 7. An absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan or
 8. Any other excuse established as valid by the district consistent with Utah law.

A parent may excuse an absence via a school-approved messaging method (i.e. phone call, e-mail, student information system, note from parent) within one week from the date of return from the absence. ***Final determination of an excused absence is at the discretion of the school administration.***

- L. Habitually Truant: A school-age student in grade seven (7) or above who fails to cooperate with the efforts of school authorities to resolve the student's attendance problems in the Attendance Resolution Conference by being truant at least five (5) additional times during the current school year.
- M. Mental Health: A person's emotional, psychological, and social well-being, which can affect how a person thinks, feels, and acts, including how a person handles stress, relates to others, and makes healthy choices.
- N. Notice of Compulsory Education Violation: A formal notice issued by school administration to the parent/guardian of a school-age child in grades one (1) through six (6) if the school-age child is truant at least ten (10) times during the school year. The Notice of Compulsory Education Violation

includes a directive to the parent/guardian to meet with a school official in an Attendance Resolution Conference to discuss the student's attendance. The directive will be mailed to or served on the parent/guardian of the school-age child.

- O. Parent/Guardian: A custodial parent of the minor, a legally appointed guardian of a minor, or any other person purporting to exercise any authority over the student that could be exercised by a custodial parent or legally appointed guardian.
- P. Reasonably Accommodate: A requirement of the district to make its best effort to enable a parent/guardian to exercise a parental right without substantial impact on staff and resources, including employee working conditions, safety and supervision at school and for school activities, and the efficient allocation of expenditures; and while balancing (1) parental rights, (2) educational needs of the students, (3) the academic and behavioral impacts to a classroom, (4) a teacher's workload, and (5) the assurance of the safe and efficient operation of a school, as outlined in [Utah Code 53G-6-801](#).
- Q. School-Age Child: A minor who is at least six (6) years old but younger than eighteen (18) years old and is not emancipated.
- R. Skipping/Cutting/Sluffing: A deliberate absence by a student's own free will that is intentional, unjustified, and unauthorized, often identified when a student is found not in class or leaving campus without permission. Skipping/cutting/sluffing class is considered an unexcused absence that generally may not be excused by a parent/guardian.
- S. Tardy & Tardy!: When a student arrives at a class after the tardy bell has rung. If a student arrives to class after the bell and is up to 15 minutes late (individual schools are allowed to determine whether 5, 10 or 15 minutes late is their expected standard) for the class period or school day, it will be considered a tardy. If a student arrives to class after more than the set time of up to 15 minutes of the total class period or school has expired, the tardy will be marked as a "tardy!," and is subject to the provisions of this policy for an unexcused absence unless properly excused. A tardy that results in a student arriving late to school may be excused by a parent/guardian for valid reasons comparable to excused absences.
- T. Truant: A student is absent without a valid excuse for at least one-half (½) of the school day. A student may not be considered truant under this policy more than one time per day.
- U. Notice of Truancy: A formal notice issued by school administration to a school-age child and his/her parent/guardian in grades seven (7) or above if the school-age child is truant at least ten (10) times during the school year. The Notice of Truancy includes a directive to the student and his/her parent/guardian to meet with a school authority in an Attendance Resolution Conference to discuss the student's attendance. It shall be mailed to or served on to the parent/guardian of the school-age child.
- V. Unexcused Absence: A student absence that is not excused by a valid reason (see items B and K above) as outlined by the definitions and provisions of these procedures. An unexcused absence shall be counted as truancy if not excused within one (1) week of the absence.

III. ATTENDANCE MARKS

- A = Activity
- E = Excused Absence
- G = Testing
- H = Homebound
- I = In-School Suspension
- M = Met with School Personnel
- O = Parent Excused Tardy
- Q = Quarantine
- S = Sluff/Skipping/Cutting
- T = Tardy

- ! = Tardy after more than the set time of up to 15 minutes of the total class period or school day has expired
- X = Unexcused Absence
- Z = Out of School Suspension

IV. GENERAL PROCEDURES AND REQUIREMENTS

Student Responsibilities

- A. Students must attend each period for each class they are enrolled in unless excused as provided in these procedures (please see Section II above).
- B. Students are required to arrive on time to each class in which they are enrolled and remain in their assigned classroom until the class ends unless excused as provided in these procedures (please see Section II above):
 - 1. It is the responsibility of students who are tardy to meet with the teacher either during or following the class period to ensure that their attendance is marked appropriately.
 - 2. Students who leave school during the day must check out at the attendance office. For the absence to be parent/guardian excused, students must present an authentic note or message from their parent/guardian, or the parent/guardian must contact the attendance office when checking out to document the valid reason for the absence. If the student does not check out at the attendance office, the absence may be considered skipping/cutting class.
 - 3. In an emergency, a school administrator may approve the checkout at the time, pending confirmation from the parent/guardian by telephone or message.
 - 4. When a student checks out and leaves the school for a legitimate purpose and then returns to school later in the day, he/she must check in at the attendance office.
- C. Following an absence, students must immediately consult with teachers to identify and complete make-up work missed due to an absence on a reasonable timeline set by the teacher, as stated in **TCSD Policy 11012, Grading**. It must be understood that participation in classes is a vital aspect of learning and assessment of learning. Reduction of class requirements cannot be expected for extended absences, and prolonged absences may result in a lower grade in many classes as there is no way to duplicate the activities of some classes while the student is absent.
- D. Violation of this policy may result in the administrative actions described in these procedures and the approved school-based attendance procedures.

Parent/Guardian Responsibilities

- A. Parents/guardians must ensure that their school-age child attends school as required by Utah Compulsory Education Law **(Utah Code 53G-6-201, et seq.)**.
- B. Parents/guardians are responsible for affirmatively providing the school with current contact information for students and parents/guardians (phone number, email address, home address, emergency contacts, etc.) and any applicable court-ordered custody or guardianship changes.
- C. Parents/guardians are encouraged to monitor their students' attendance by regularly communicating with their children and their students' teachers and accessing the student information system (Skyward).
- D. It is the responsibility of parents/guardians to notify the school when their student is absent for a valid reason as set forth in the provisions and definitions of these procedures, including as follows:
 - 1. Submit an authentic note or message or directly contact the attendance office with a valid excuse. When feasible, notify the school before an extended absence (i.e., scheduled family event or health care appointment.) For unanticipated absences such as illness or family emergencies, contact the school within one (1) week after the date of absence.
 - 2. Parent acknowledgment of an absence for a reason other than the valid reason or timelines outlined in this policy (see "excused absence" definition) will not be considered an excuse for

the absence. The school's administrative staff shall reasonably accommodate a parent's/guardian's request to excuse an absence, as provided within this procedure, and shall document efforts to resolve a student's truancy and chronic absenteeism problems. After one (1) week, an unexcused absence will be treated as truancy by school administrators and shall be counted toward determining truancy enforcement, including potential referral to legal authorities.

3. In extended absences due to illness or an injury, a student who is or is expected to be absent for health-related reasons for ten (10) or more consecutive days may qualify for homebound or other educational services. In such cases, parents/guardians should contact their student's school administrator to coordinate these services to meet the student's academic needs.
 4. Parents/guardians and students should secure and complete coursework and learning activities for missed school days/class periods for absences. In such cases, parents/guardians should contact teachers before an anticipated extended absence regarding academic assignments that need to be completed according to the **TCSD Policy 11012, Grading.**
- E. Parents/guardians are expected to meet with, be responsive to, and cooperate with school authorities to find solutions to student truancy and attendance problems at all relevant times.

Teacher Responsibilities

- A. Elementary school teachers shall conduct and record attendance in the District's student information system (currently Skyward) within the first 30 minutes of each school day and supervise students by intermittently checking attendance during the school day, especially following transitions (lunch, recess, specialties, etc.).
- B. Secondary school teachers shall conduct and record attendance in the District's student information system (currently Skyward) within the first 20 minutes of each class period and supervise students by intermittently checking attendance during the class period.
- C. Teachers shall encourage students to come to school and reach out to absent students to find out in a supportive manner why they are missing school and what would help them attend more regularly.
- D. Teachers shall notify a custodial parent/guardian by phone, in person, or in writing (email, letter, midterm report, etc.) when a student demonstrates a pattern of truancy, chronic absenteeism, or tardiness contributing to not meeting grade level/course standards.

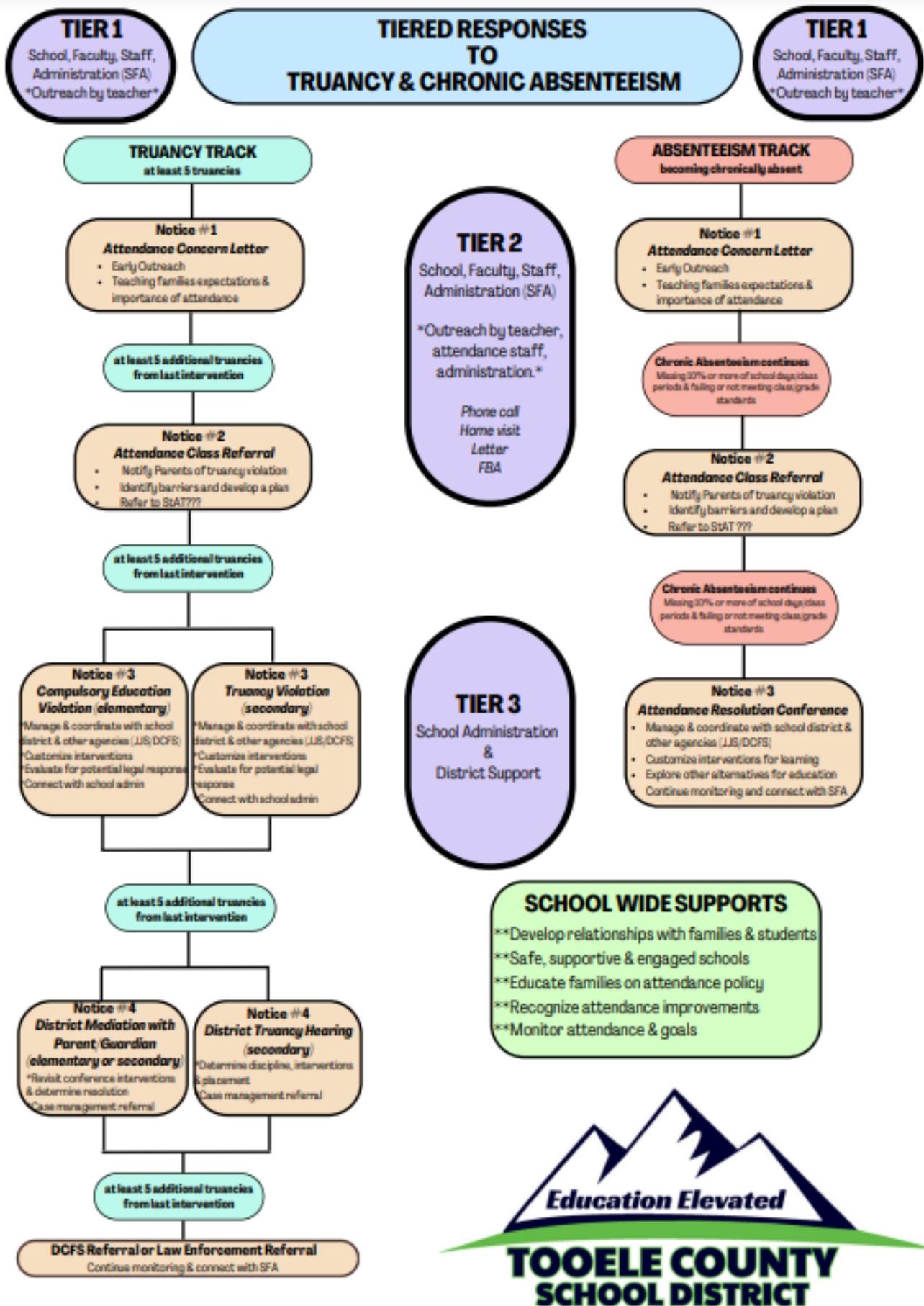
Administrative Staff Responsibilities

- A. School administrators shall notify students and parents/guardians of this policy and any local school attendance and/or tardy policies and procedures at the beginning of each school year.
- B. The school shall notify parents/guardians by an automated message, email, and/or text message each time their student is marked absent without prior excuse.
- C. The school's administrative staff shall reasonably accommodate a parent's/guardian's request to excuse an absence, as provided within this procedure, and shall document efforts to resolve a student's truancy and chronic absenteeism problems, which may include the following:
 1. Issuing Letters of Attendance Concern, Attendance Class Referral, Notice of Compulsory Education Violations, Notice of Truancy.
 2. Counseling of the student by school authorities (Attendance Resolution Conference).
 - a. Adjusting the curriculum and schedule of the student, **if possible.**
 - b. Considering alternatives proposed by a parent or guardian; and
 - c. Providing a student's parent, upon request, resources available to assist the parent in resolving the student's attendance problems.
 3. Monitoring school attendance of the student.
 4. Making home visits.
 5. Voluntary participation in truancy mediation, if available; and
 6. Enlisting the assistance of community and law enforcement agencies, as appropriate.
- D. School administrative staff shall not require documentation from a medical professional to

substantiate a valid excuse that is a mental, behavioral, or physical illness (Utah Code 53G-6-205).

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- E. School administrators shall reasonably accommodate a written request of a student's parent/guardian or guardian to excuse the student from attendance for a family event or visit to a healthcare provider without obtaining a note from the provider.
- F. The school shall notify the custodial parent and, if requested in writing by a non-custodial parent, make reasonable efforts to notify the non-custodial parent of a student who is injured or becomes ill at school during the regular school day if:
 - 1. The injury or illness requires treatment at a hospital, doctor's office, or other medical facility not located on the school premises.
 - 2. The school has received a current telephone number for the party it is required to notify or make reasonable efforts to notify and
 - 3. In the event of notice to a non-custodial parent, the non-custodial parent is not under a court order restricting contact with the student. The custodial parent is responsible for providing the school with a certified copy of any such court order.
- G. If students with disabilities under the Individuals with Disabilities Education Act (IDEA), or students protected under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act have excessive absences and fall within the criteria of these procedures, school administrative staff members will ensure that these procedures are applied in a manner consistent with all applicable state and federal laws and regulations.



Tier 1: School-wide Supports for Encouraging Regular Attendance and Preventing Absenteeism

- A. Schools shall provide evidence of research-informed prevention interventions that promote positive conditions for learning and inclusion to encourage student attendance and engagement. Examples may include an effort to do the following:
1. Establishing positive relationships with families.
 2. Promoting a safe, supportive, and engaging school climate.
 3. Recognizing good and improved attendance.
 4. Regularly monitoring attendance by sending notice to parents/guardians when their student is absent and/or
 5. Setting student goals to prevent absenteeism before it affects academic achievement.

Tier 2: Targeted Support to Remove Barriers to Regular Attendance for Students

- A. Schools shall provide evidence or research-informed targeted interventions designed to remove attendance barriers for students who demonstrate truancy and chronic absenteeism patterns. Examples may include efforts to do the following:
1. Provide early outreach to parents/guardians and students for more personalized attention.
 2. Helping parents/guardians understand what their children are learning when they are in school and the negative effects of chronic absenteeism.
 3. Guiding students and parents/guardians to identify barriers to attendance and develop a plan for improvement and/or
 4. Teachers notify students and parents/guardians when a student is failing and/or not meeting class or grade-level standards.
- B. Schools shall notify parents/guardians when a student has at least five (5) trancies during the current school year or is failing a class or essential academic standard due to being chronically absent (missing 10% or more of school days/class periods). The school will issue parents/guardians an Attendance Concern Notice, which shall include:
1. The student's attendance and academic records.
 2. Clarification of attendance expectations and goals.
 3. A reminder of the value of regular school attendance.
 4. A request for the parent's/guardian's help in solving the attendance problems and
 5. An outline of possible next steps if the absences continue.
- C. After issuing an Attendance Concern Letter and a student has at least ten (10) trancies during the current school year, schools shall refer the parents/guardians and student to a District Attendance Class. If a student fails a class or essential academic standard due to continued chronic absenteeism, the school may refer the parents/guardians and student to a District Attendance Class. The District Attendance Class is designed to inform and engage students and parents/guardians to understand:
1. School attendance procedures and expectations.
 2. The benefits of regular school attendance.
 3. Ideas and strategies for developing productive habits and addressing barriers to school attendance and
 4. Expectations for the students and parents/guardians to work with school officials to improve school attendance.

Tier 3: Intensive Case Management for Absenteeism with District and Public Agency Support

- A. The school shall provide evidence/research-informed intensive support to students who are habitually truant and/or are failing or falling behind academically due to significantly chronic absenteeism. Examples may include the following:
1. Conference with parents/guardians to case manage and coordinate solutions with school district and public agencies.
 2. Customize interventions to individual student and family challenges and/or
 3. Evaluate truancy and absenteeism cases for potential legal referrals and responses.
- B. Schools shall notify parents when a student has five (5) additional trancies after being referred to District Attendance Class and will issue parents/guardians a Notice of Compulsory Education Violation (Elementary) or a Notice of Truancy (Secondary), served in person or by certified mail, that shall include:
1. A request for the parent/guardian to cooperate with the school in securing regular attendance by the student and
 2. A notice to the parent/guardian that it is a class B misdemeanor for the parent/guardian to intentionally or without good cause:
 - a. Fail to meet with the designated school authorities to discuss the student's attendance problems; or
 - b. Fail to prevent the student from being truant five (5) or more times during the remainder of the current school year.
 3. A directive to the parent/guardian to meet with a school authority (who shall be designated in the notice) in an Attendance Resolution Conference to discuss the student's attendance and consider the following to solve the attendance problems:
 - a. Counseling with the student.
 - b. Making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the student's special needs.
 - c. Considering alternatives proposed by the parent/guardian and/or
 - d. Providing, upon request, a list of resources available to assist the parent/guardian in resolving the student's attendance problems.
 4. A consideration for a referral for a student in seventh (7th) grade or above for prevention and early intervention with Juvenile Justice Youth Services Referral.
- C. Schools may issue a Notice of Chronic Absenteeism to notify parents/guardians when a student continues to fail a class or essential academic standard due to continued chronic absenteeism) after being referred to the District Attendance Class. An Attendance Resolution Conference shall be held with school authorities, parents/guardians, and the student to discuss ways to resolve the academic problems resulting from the student's absenteeism, which may include the following:
1. Identify and address the barriers to regular attendance and develop an individualized student success plan that includes attention to attendance.
 2. Set up mentoring, tutoring, and expanded learning opportunities to remediate learning loss and/or
 3. Evaluate potential placement changes necessary to improve accessibility for the student in regular or accommodated learning opportunities (assigned class/teacher adjustments, Homebound instruction, online school options, Child Find, etc.).

Attendance Mediation with Parents

- A. When an elementary student has not sufficiently improved attendance (has at least five (5) additional trancies during the current school year) after meeting with the school officials in the Attendance Resolution Conference, and the parents/guardians have not fulfilled their obligations and commitments, the District may offer the option for parents/guardians to participate in District Attendance Mediation:
1. Parents/guardians must attend.
 2. Failure to cooperate or comply with the mediation program will result in a Compulsory Education Violation referral to the Division of Child and Family Services, Juvenile Justice Youth Services, and/or Tooele County Juvenile Court, and school discipline, including, but not limited to, revoking open enrollment and change of school placement.

Truancy Hearings with Students

- A. When a seventh (7th) grade or older student has not sufficiently improved attendance (has at least five (5) additional trancies during the current school year) after meeting with the school officials in an Attendance Resolution Conference, and the student has not fulfilled their obligations and commitments, the school shall refer the student and his/her parent to a District Truancy Hearing:
1. Failure or refusal by a student and parent/guardian to attend or comply with the directives of the Truancy Hearing shall result in a referral to Juvenile Justice Youth Services, and/or law enforcement agency or officer, and school discipline, including, but not limited to, revoking open enrollment and change of school placement.

Referrals to Community Agencies and Legal Authorities

- A. Report to Division of Child and Family Services – Parents/guardians who fail to meet with the designated school authorities in an Attendance Resolution Conference to discuss the student’s attendance problems or comply with the outcomes of District Attendance Mediation, and if school personnel have reason to believe that the parent/guardian has failed to make a good faith effort to ensure that the student receives an appropriate education, shall be referred by District Personnel to the Division of Child and Family Services. The referral shall include:
1. Identify the information of the student and the parent/guardian who received the notice of compulsory education violation.
 2. Information regarding the longest number of consecutive school days the student has been absent or truant from school and the percentage of school days the student has been absent or truant during each relevant school term.
 3. Whether the student has made adequate educational progress.
 4. Whether the student is two or more years behind the school’s age group expectations in one or more basic skills.
 5. Whether the student is receiving special education services or systematic remediation efforts; and,
 6. What efforts have been made by the school to resolve the attendance problems.

- B. Referral to Law Enforcement and the County Attorney - Cases where parents/guardians or students fail to meet or cooperate with the designated school and district authorities shall be referred by District Personnel to law enforcement and the city or county attorney:
1. Parents/guardians who fail to enroll their child as required by law may be reported to the city or county attorney, including cases where students are withdrawn following the ten (10) consecutive unexcused absences response procedures.
 2. Parents/guardians who were issued a notice of compulsory education violation may also be referred to the city or county attorney if one or more of the following occurs:
 - a. The parent/guardian failed to attend the required meeting with school officials.
 - b. The parent/guardian failed to respond to the school's request for assistance in resolving attendance concerns.
 - c. The parent/guardian failed to prevent his/her child from being truant five (5) or more times during the remainder of the school year following the conference held for the Notice of Compulsory Education Violation; or
 - d. such other circumstances as required by law.
 3. A student in grade seven (7) or older may be referred to court or law enforcement who fails to resolve truancy problems or participate in Juvenile Justice Youth Services. The referral shall include the following in the referral:
 - a. Attendance records for the student.
 - b. A report of the evidence-based alternative interventions used by the District before the referral, such as the Truancy Prevention Class, District Attendance Mediation, District Truancy Hearings, Juvenile Justice Services, and any outcomes of each intervention.
 - c. The name and contact information of the District Student and Family Advocate; and
 - d. Any other information that District Personnel considers relevant.
 4. If a student is referred to a court or a law enforcement officer or agency, District Personnel shall continue to engage with the student and the student's family through the court process.

VI. SCHOOL-BASED ATTENDANCE PROCEDURES

- A. Individual schools may provide interventions and sanctions as per school-based attendance procedures. Each school may establish its own procedures and rules to provide rewards and consequences (PBIS) for attendance and tardiness. School policies, rules and procedures must be consistent with and may not conflict with this or any other District policy. Reward programs must accommodate all students who qualify.
- B. Activity eligibility under **TCSD Policy 5024, *Eligibility for Extracurricular Participation***, may be impacted by truancy. Students may become ineligible to participate in any school activities requiring eligibility on the day following the issuance of a Notice of Truancy or Notice of Compulsory Education Violation. Eligibility may be restored through completing an approved school-based intervention program.
- C. Programs such as attendance makeup, detention, or supervised study hall may be used as part of a local school's attendance and tardy policies and procedures. Such programs may also be used to restore activity participation eligibility. Participating in a program does not eliminate a student's absence or tardiness from the student's education record.
- D. Local school attendance policies may include procedures for addressing cutting/skipping/sluffing individual classes or unexcused absences for portions of the day that are less than half the school day. Such local procedures must be openly disclosed to students and parents/guardians, reasonably incremental in consequences/interventions, and aligned with evidence-informed

strategies and principles in this policy.

VII. STUDENT MEMBERSHIP ELIGIBILITY AND ENROLLMENT

- A. For a student primarily enrolled in an Attendance Validated Program (in-person or on-line learning), the District may not count a student as eligible if the eligible student has unexcused absences during the prior ten (10) consecutive school days. The District shall actively review and confirm students' enrollment status with ten (10) consecutive unexcused full-day absences. This provision is frequently referred to as the "10-day drop rule."
1. If a student accumulates ten (10) consecutive unexcused full-day absences, and neither the student nor the parent/guardian has contacted or responded to contact from school officials to provide a reason for the absences, the school administration shall make a documented good faith effort to make contact the parents/guardians of the student to determine the status and well-being of the student. Efforts will include the following:
 - a. The school shall issue parents/guardians an Attendance Concern Notice, as noted in the Tiered Responses to Truancy & Chronic Absenteeism.
 - b. The school shall send the 10 Consecutive Day Notice message to the available contact information provided by the parents/guardians.
 - c. If communication is unsuccessful by messages, the school may attempt to make a home visit to issue the 10 Consecutive Day Notice in person and/or
 - d. At a school administrator's discretion, the absences may be excused regardless of whether the parent-initiated contact with the school or requested that the absence be excused, so long as the administrator has reason to believe the absence is excusable. Documentation of an administrator's decision to excuse an absence shall be provided in the student information system (Skyward).
 2. After exhausting a good faith effort to attempt to contact the student or the parents/guardians without results, the school shall issue a Parent Notification of Withdrawal to inform the parent/guardian in writing that the student's enrollment has been withdrawn. The letter will include the dates of the student's absences and the school's previous attempts at contacting the parents/guardians and shall inform the parents/guardians that the school will move forward to withdraw the student's enrollment due to excessive consecutive unexcused absences. The school shall send a copy of the letter to the Director of Student Services for review by the district Case Management Committee for potential referral to city or county legal authorities.
 3. If reliable evidence or information is provided that confirms that the student no longer lives within the district's boundaries, the school shall send the student's records to the new school and adjust and update the District student information system (Skyward). If the parents/guardians do not intend to send the student to school, refer the case to the Director of Student Services for further consideration and reconciliation of the student's enrollment status.
 4. Notwithstanding the foregoing, a student designated as McKinney-Vento or receiving special education or related services may not be unenrolled without the approval of the Director of Special Education and/or the Director of Student Services.
- B. For a student enrolled in an online or virtual learning platform, the district may not count a student as eligible if District personnel has not personally engaged with the student during the prior ten (10) consecutive school days.
1. An online or virtual learning platform is a District program comprising eligible, enrolled students who receive instruction through an online, blended, or competency-based learning program. Utah law requires the district to document the continuing enrollment status of individual students enrolled in a learner-validated program.
 2. Students enrolled in an online or virtual learning platform must log in to the course's

- learning management system or otherwise contact the instructor at least once every ten (10) school days until the course is completed. Teachers will track this enrollment using weekly participation scores. Parents/guardians of a student who fails to participate for ten (10) school days shall be notified and warned that further non-participation will result in the student's withdrawal from the course. Non-participation beyond twenty (20) school days shall result in the parents/guardians being notified by the district and the student being withdrawn from the online course.
3. School/District staff will regularly track student logins and other evidence of student engagement and provide support to students and parents/guardians. Additional procedures and requirements for student enrollment measurements in online or virtual learning platforms may be adopted through an administrative directive.

VIII. APPEAL PROCESS

- A. School administrators have the authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.
- B. A parent/guardian may, within ten (10) school days, appeal an issuance of the Notice of Compulsory Education Violation or Notice of Truancy. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In the event of an appeal, the parent/guardian is entitled to the following:
 1. Within ten (10) school days from the date of the appeal, the parent/guardian, student (when appropriate), teacher (if necessary), and a school or district administrator shall meet to resolve the matter.
 2. In the event the matter is not resolved at the meeting with the school administrator, within ten (10) school days from the meeting with the administrator, the parent/guardian may request a meeting with the Director of Student Services. The decision of the Director of Student Services is final.
- C. For matters concerning suspensions, expulsions, or Board releases, parents are entitled to the appropriate due process procedures set forth in [TCSD Board Policy 7007, Parent/Legal Guardian Rights](#).