

Lawful absence (excused) shall include but not be limited to:

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others.
- Absences due to an illness or death in the student's immediate family; the principal shall require a physician's certificate from the parent/legal guardian of a student absent for prolonged illness.
- Absences due to a recognized religious holiday of the student's faith.
- Work approved or sponsored by the school, the school district, or the state department of education.
- Out-of-school suspension and In-school suspension.
- Field trips approved by the principal or designee.
- Absences for students whose parent/legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, upon presentation of appropriate military orders - the student will be granted up to five days of excused absences to visit with his/her parents/legal guardians upon principal approval.

Unlawful Absences include but are not limited to:

- Absences of a student without the knowledge of his or her parents.
- Absences of a student without acceptable cause with the knowledge of his or her parents.
- Absences due to out-of-town trips/vacations.

LAWFUL TARDIES: In order for a tardy to be excused, written documentation must be provided.

- Doctor or dentist appointment (with medical note provided)
- Late bus arrival
- Teacher, guidance, or administrator conference
- Observance of a religious holiday
- Court appearance or court-ordered activity

UNLAWFUL TARDIES:

- Illness on the part of the student without a written excuse
- Oversleeping
- Traffic / Car trouble
- Personal reasons
- Missed bus / Carpool trouble

If you have questions concerning your child's attendance, please do not hesitate to call the Attendance Office.

Thank you for your support and partnership!

Ms. Michele Meltzer, Attendance Clerk

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Attendance Office: (843) 375-4663