

# 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 Verified	Unexcused
<p><b>Parent/Guardian notifies school on the day of the absence</b></p> <ul style="list-style-type: none"> <li>• Illness verified with a physician statement dated at the time of the visit/illness               <ul style="list-style-type: none"> <li>◦ note must be returned within 1 week or absence will be unexcused</li> </ul> </li> <li>• Death in the family</li> <li>• School sends the child home sick (if due to fever, the following day will also be excused)</li> </ul>	<p><b>Parent/Guardian notifies school on the day of the absence</b></p> <p><b>4 days per semester are allowed, or as approved by a building administrator</b></p> <p><i>*any day beyond 4 will be unexcused</i></p> <p><b>A Parent/Guardian Verified absence is defined as a parent/guardian’s choice to keep their child home for the child’s own best interest.</b></p>	<p><b>Students should have ZERO Unexcused Absences</b></p> <p>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, or a non-verified absence (failure to notify the school of an absence within 24 hours).</p>

## Pre-Arranged Excused Absences/Exempt:

- Page for General Assembly
- Election Day Worker
- Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
- Observation of a religious holiday
- Maternity
- Military connected families’ absences related to deployment
- Exhibiting/participating in state fair

## Repercussions

In addition to all building provisions in the student handbook: 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.

All absences are monitored and disciplinary action may result. HCSC will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law

