

# RACELAND-WORTHINGTON INDEPENDENT SCHOOLS

# ATTENDANCE INFORMATION



Pupils are required to attend daily and be on time to school each day.  
School begins at 8am and ends at 3pm at CES and 3:10pm at RWMS & RWHS.

If a student is absent for ANY reason, it is the responsibility of the PARENT/GUARDIAN to contact the Attendance Clerk at your school and notify them of the absence.

A student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy. If you arrive after 8am, you are required to park and bring your child to the office to be signed in with the office.

Each student receives five (5) excused absences/tardies per year with an excuse from a parent/guardian. ANY absence after the five (5) parent/guardian excuses MUST be a medical excuse. Students are permitted ten (10) medical excuses per year. Any subsequent medical excuse must be accompanied by a Medical Excuse Form. You may get a copy of this form from the Attendance Clerk of your school. The absence will stay unexcused until both the medical excuse and Medical Excuse Form are turned in to the Attendance Clerk within five (5) days of the absence.

If an attendance event is not excused by a parent/guardian or medical excuse, it is marked unexcused in Infinite Campus. Please make sure you have a Parent Portal account to keep track of your student(s) information.

Excuses must be turned in to the office no later than five (5) days after the student returns to school. If you have a medical excuse faxed or emailed, PLEASE follow up with the Attendance Clerk to make sure it was received. Excuses turned in after five (5) days, will NOT be accepted and the absence will be marked unexcused.

Once students accumulate three (3) unexcused absences, you will receive a letter from the Attendance Clerk notifying you of the unexcused absences.

Once a student accumulates five (5) unexcused absences, it is required by law the Director of Pupil Personnel (DPP) serve you with a Final Notice letter via certified mail.

Any subsequent unexcused absences after the Final Notice letter will lead to the DPP filing truancy charges with the Greenup County Attorney's office on the parent/guardian.

If you have any questions or concerns regarding your child's attendance, please reach out to the Attendance Clerk or Principal of your school.

Please see the Student Code of Conduct on our website for further information on our district attendance policy.