



LBHS Attendance 101

Types of Absences

All absences are defined as lawful (excused) or unlawful (unexcused). See pp 10-11 in the [CCSD Code of Conduct](#) for a detailed list of lawful and unlawful absences. Students having a lawful absence shall be permitted to make up missed assignments. Absences determined as unlawful may not entitle a student to make up missed assignments, unless it is approved by the principal, due to extenuating circumstances.

Absences due to court, medical, recognized religious holiday, bereavement, school activities (ie, testing, field trips), college visits (3 per year for juniors and seniors) and school issued suspensions (in school or out of school) are considered lawful.

- Lawful absences do not affect truancy, however, they do affect chronic absenteeism and they can affect seat time, if the absences are deemed excessive by the school principal.
- Unlawful absences may affect truancy and can affect seat time if the absences are in excess of 10 days.
- A combination of lawful and unlawful absences in excess of 10 days can affect seat time and risks the student for being coded as chronically absent.

Parent Notes

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. A parent/guardian may write a parent note for up to 10 absences per school year (5 per semester). The content of the note will determine if the absences are lawful or unlawful (refer to CCSD Code of Conduct). Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

A text or email is not acceptable because an official's signature is required. However, the parent/guardian can provide his or her note or legal document as an attachment to an email.

Seat Time

In high school, students must meet academic and attendance requirements to receive credit for a course. State law requires a minimum of 120 hours of seat time for a one-credit class and 60 hours of seat time for half-credit class. Students may only miss:

- 3 days in a 45 day (9 week)/.5 credit class
- 5 days in a 90 day (Semester)/1.0 credit class
- 10 days in a 180 day (Year-long)/1.0 credit class

Students who are absent over these numbers and are passing the class, could be at risk for not receiving credits and/or having to do additional performance tasks to satisfy the missed days.

Seat Time Recovery

At the end of the semester, administrators will run attendance reports and notify students of any seat time requirements. Students will have to make up the seat time hours according to the procedures in the following link- [LBHS Seat Time Recovery](#).