

## **PROCEDURES FOR CLASSIFYING STUDENT ABSENCES**

The Board recognizes that absences from school can have an impact on a student's academic success. This set of procedures outlines how the district's schools classify student absences. Other specific details related to attendance — including tardies, early dismissals, and assigning and making up missed work — can be found in school handbooks, as well as by contacting a school's main office.

Each school absence will be classified by the school administration as excused, unexcused or exempt.

### **1. Excused Absences**

An absence may be excused if it falls under one of the six reasons articulated in Maine state statute (see Policy JEA – Compulsory Attendance). A caregiver must report the absence to the school's main office within three school days, and give the reason for the absence. A note from a medical provider may be required to excuse extended absences due to illness. For family vacations to be excused, caretakers must complete and submit a planned absence form to the main office at least two weeks in advance.

### **2. Unexcused Absences**

Generally, absences that cannot be classified as excused will be unexcused, and considered toward a truancy determination (see Policy JHB – Truancy). The school will contact caregivers of absent students, giving the opportunity within three school days to provide a valid reason and have the absence excused.

### **3. Exempted Absences**

A student's absence may be classified as exempt when their participation in school activities happens in a different location than usual (e.g. field trip, approved alternative schedule, in-school suspension, etc.) An exempted absence is used to communicate to a student's teachers that they are present but not in regular classes, and does not count as a school absence on a student's official record. Caregivers will not receive an absence notification for exempted absences.

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SECOND REVIEW:

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