

## Attendance Changes 2024-25 vs. 2025-2026

To receive the best possible education, it is imperative that students attend school. While we know there are days when a student cannot attend school, it is the expectation of HCS that when a student is absent from school, they must make up **all** missed classwork and assignments. Note: Information in **bold** is an SCDE requirement.

2024-25	2025-26
<b>Students who miss 3 consecutive, full-day, unexcused absences must have an AIP.</b>	<b>Students who miss 3 consecutive, full-day, unexcused absences must have an AIP.</b>
<b>Students who miss 5 or more full-day unexcused absences must have an AIP.</b>	<b>Students who miss 5 or more full-day unexcused absences must have an AIP.</b>
<b>A student who misses 10% or more of his/her enrollment period is identified as chronically absent.</b>	<b>A student who misses 10% or more of his/her enrollment period is identified as chronically absent.</b>
Principals may excuse up to 6 days per year.	Principals may not excuse days. The SC-PA code will no longer be available.
Principals may use the SC-PA code for up to 2 days when a student has been placed on summary suspension if the infraction was unfounded.	Principals may use the SC-EX code for up to 2 days when a student has been placed on summary suspension and the student's involvement in the infraction is unfounded. Parent notification must be documented in Log Entries.
Parent notes are not excused.	<p>Parents may submit notes for up to 6 school days, and the days will count as parent-excused. (Students taking dual-enrollment courses must follow the attendance guidelines from the credit-granting institution. Parent notes cannot be used to excuse absences from HGTC or CCU classes.)</p> <p>Elementary/Middle Schools – 6 days total High Schools – 3 days per semester, for a total of 6 days</p> <p>Parent notes will not be accepted during designated state testing dates.</p> <p>Due to high school final exams, parent notes will not be accepted the last 3 days of the school year for students in grades 9-12.</p> <p>Parents must submit a note within 3 days of the student's return to school from an absence. Notes may be submitted prior to the student's absence.</p>

High school students who have more than 5 unexcused absences in a semester course must make up attendance or receive a final grade of FA.	High school students who have more than 5 unexcused absences in a semester course must make up attendance or receive a final grade of FA. NOTE: Students taking dual enrollment courses must follow the attendance guidelines from the credit-granting institution.
At the elementary level, students who have 10 unexcused tardies and/or 10 unexcused early dismissal days must have an AIP.	At the elementary level, students who have 10 unexcused tardies and/or 10 unexcused early dismissal days must have an AIP.
Medical notes are counted as excused absences.	Up to 8 medical notes will count as an excused absence at the elementary level. At the middle and high school levels, a parent may submit up to 8 medical notes per academic block for the school year.  After 8 medical notes have been validated, students will have the opportunity to participate in attendance make-up time (if offered by the school), or they may be asked to participate in summer learning opportunities.
Students who have unexcused absences after they are on an AIP will be referred to the district level.	Students who have unexcused absences after they are on an AIP will be referred to the district level. Students who have two unexcused absences after they are on an AIP may receive a warning letter from the school indicating they are in violation of the AIP. If no approved documentation is submitted within three days of the student's return to school, a referral may be made to the District Office, the Department of Social Services (DSS), or both.
High school students who receive an FA in a course will have the opportunity to participate in attendance make-up academic time and have the FA removed from their record. Schools may offer attendance make-up time in a variety of ways, such as during the student's lunch period, before or after school, or on Saturdays.	High school students who receive an FA in a course or who have more than 8 medical notes will have the opportunity to participate in attendance make-up time and have the FA removed from their record. Schools may offer attendance make-up time in a variety of ways, such as during the student's lunch period, before or after school, or on Saturdays. Students may be asked to participate in summer learning opportunities.  Middle and elementary school students who miss more than 10 unexcused days for the year or have more than 8 medical notes will have the opportunity to participate in attendance make-up time (if offered by the school) or may be asked to participate in summer learning opportunities.
HCS allows 3 absences for college visits – 1 for an 11th-grade student and 2 for a 12th-grade student. The code used is SC-COL.	No changes - HCS allows 3 absences for college visits – 1 for an 11 <sup>th</sup> grade student and 2 for a 12 <sup>th</sup> grade student. The code used is SC-COL.

	<b>For Child Development (CD) Students only:</b> After 10 consecutive unexcused absences, CD students may be removed from the program. All documented interventions and/or parent contact must be entered into Log Entries.
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