

CSL's Updated Attendance Policy 2025-2026

- ❖ 10 Parent Excused Absences per year
 - **Once the 10 are used, every absence requires a doctor's note.**
 - If no doctor's or court note, the absence is unexcused.
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- ❖ Doctor Excused Absence - accepted indefinitely
- ❖ **1st Unexcused Absence** – CSL will send home a letter explaining the process that comes with 3 unexcused absences.
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 - This letter is required to be returned with a parent signature.
- ❖ **3rd Unexcused Absence** – A Student Attendance Improvement Plan (SAIP) will be scheduled. If contact is not made with the parent/guardian, a certified letter will be sent. Please know, if there is still no response, we are within our rights to hold the SAIP meeting without the parent or guardian present.
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- ❖ **6th unexcused absence** CSL will **cite** the parent or refer to **K/S attendance services**. **If the student remains truant we will involve Children and Youth.**
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- ❖ Tardy – Arriving after the homeroom bell rings.
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 - **4 tardy occurrences = 1 after school detention**
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 - When a student checks in late:
 - Student signs in on a tardy sheet
 - The school will contact the parent to inform them the student was tardy.
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- ❖ What Counts as Full Day Attendance?
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 - A student must arrive before 11:30 AM to be counted as present for the day.
 - A student leaving before 1:30 PM will be marked absent.
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