



Attendance Procedures and Absence Excuses

Dear Parents and Guardians,

To help our students stay on track and avoid truancy issues, we are sharing some important information regarding how absences are recorded. Our goal is to work with you to ensure that every absence is accurately documented.

A student with **5 UNEXCUSED absences** is considered “truant” and is placed on the school’s Truancy list. This means the student did not submit a parent note or a doctor’s note for the absences. Once a student is on the Truancy list, they cannot be removed for the semester unless they submit their excuses.

1. Every Absence Requires a Note

Please submit a written excuse for every day your child is absent. These notes are important for accurate record-keeping and are the best way to prevent your child from being flagged for truancy.

- Parents may provide up to **5 written notes** per semester that mark an excused absence.
- **Consecutive Illness:** If your child is **sick for several days** in a row (for example, with the flu), those consecutive days will count as **only one** of your five parent excuses.
- A **doctor’s note** is considered as an excused absence, but must be submitted within seven **(7) days** following the visit to the doctor.

2. Why Documentation Matters

Consistent communication helps us distinguish between a student who is struggling with illness and a student who is missing school without a reason. By turning in your notes promptly, you help us keep your child’s record up to date and accurate.

You can find all student attendance information in your Student Progress Center (SPC) account. If you do not have a SPC account, [visit this website](#) for information.

Thank you for your continued partnership in your child’s education. If you have any questions regarding these updates, please contact the front office.

Sincerely,

TPSS Administration

[TPSS policy JBD-R](#)