

DANVILLE INDEPENDENT SCHOOLS

Attendance Policy Information



SIX PARENT/GUARDIAN EXCUSES (DAY). SIX TARDY NOTES. 10 MEDICAL EXCUSES.

- After six parent/guardian excuses, any missed days will count as an unexcused absence.
- Parents/guardians can submit up to six tardy excuse notes.
- After 10 medical excuses, the missed day will count as unexcused, or the family can complete an extended medical excuse form that will be reviewed by the attendance committee for approval.



HOME HOSPITAL - HH

- This is the medical reason where a student will be absent six or more days in a row.
- This must be signed off by a medical professional that is approved based off of the criteria that is on the form.
- Each condition has a medical professional that can approve it.
- The student then will receive educational services through their school from our Home Hospital teacher.



NURSE EXCUSE

This is when a nurse sends a student home due to fever, vomiting or other qualifying ailment. These absences are excused if approved by an administrator.

ATTENDANCE INTERVENTION PROCEDURES

- Three unexcused absences: Letter sent home
- Four to five unexcused absences: Family Resource and Youth Service Centers intervention
- Six unexcused absences: administrative contact and second notice sent
- Seven absences: Refers to Director of Pupil Personnel and final notice sent



EDUCATIONAL ENHANCEMENT OPPORTUNITY - EHO

- Educational activity; each student has 10 EHO days that they can use per year.
- A parent/guardian must complete the application and turn it in to the principal at minimum five days before the absence, and it must be approved by the principal.
- A student that is considered truant (three or more unexcused absences) will not have their EHO request approved.
- Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within state or district testing periods shall not be granted.



COLLEGE VISIT - CV

- College/university interviews for scholarships/admissions for seniors only with valid documentation from the institution and pre-approval by the principal/designee.



ADMINISTRATIVE EXCUSE - AE

- Death in the family can be an administrative excuse if communicated to the attendance clerk and a funeral note/brochure is turned in.
- Administrative excuses do not count as parent excuses or medical excuses. Administrative excuses are approved by the school administrator.
- Other examples of what can be a reason for an AE include: An emergency in the pupil's immediate family; illness of the pupil, including mental or behavioral health (medical practitioner's verification shall be required in some cases); an absence due to Court summonses or subpoenas; religious holidays and practices; failure of bus transportation to pick up the student; driver's permit/license appointment (high school students); other valid reasons as determined by the principal/designee.



STATE FAIR - SF

- One (1) day excused for attendance at the Kentucky State Fair.



DRIVER PRIVILEGES (STATE LAW KRS 159.051: "NO PASS, NO DRIVE LAW" PASSED IN 2007)

- 15, 16 and 17-year-old high school students in Kentucky cannot obtain or keep a driver's license or permit if one of the following applies:
 - If a student accumulates nine unexcused absences, including suspensions, in one semester.
 - If a student has two or more failing grades in one semester.
 - If a student withdraws/drops out of school.



CHRONIC ILLNESS - CI

Complete a Chronic Illness Form if your student receives ongoing treatment, such as counseling or orthodontic appointments, that a medical professional signs off on. The student will be able to turn in a medical excuse each time they miss school for that certain reason, when they visit the specific medical professional that signed off on their ongoing treatment plan. This would not count toward their 10 medical excuses.



DID YOU KNOW?

You can view your child's attendance and percentage on your Infinite Campus Parent Portal.

A student is considered chronically absent if they miss 10% of their enrolled academic year for any reason (excused or unexcused).

ON A 172-DAY INSTRUCTIONAL DAY CALENDAR, A STUDENT WOULD MISS 17 DAYS TO BE CONSIDERED CHRONICALLY ABSENT.

THAT'S ABOUT 6,630 MINUTES OF LOST INSTRUCTIONAL TIME.