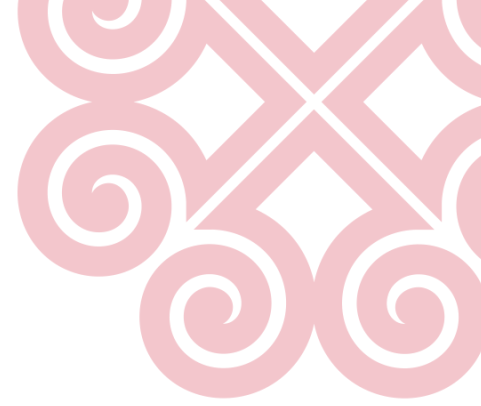


Attendance Information

HMONG COLLEGE PREP ACADEMY



Excused Absences:

- Illness (medical verification is required for illnesses lasting more than three days)
- Medical/Dental/Mental Health Appointments
- Religious Holiday/Observance
- Funeral or Family Emergency
- Legal matters, including court appearances (documentation required)
- Excessive absences may require a meeting with school staff and a doctor's note to excuse illness-related absences

Unexcused Absences:

- Staying home to babysit or help out
- Oversleeping
- Missing the bus (no fault of HCPA)
- Need for rest or sleep
- Travel (unless pre-approved)
- Cold weather
- Car trouble
- No clean clothes
- Failure to provide an excused notification to the school
- Other reasons not listed under "excused absences"

Truancy:

3 days of unexcused absences: (1) a weekly attendance report is generated, (2) a letter is sent home, (3) a robocall to parents/guardians.

5 days of unexcused absences: (1) a weekly attendance report is generated, (2) a letter is sent home, (3) a robocall to the parents/guardians.

7+ days of unexcused absences: The Dean of Students takes charge (1) weekly attendance report is generated and cross-reference attendance (2) a letter is sent, (3) a phone call to arrange a parent meeting (4) If needed, a referral is made to the county, requiring parents to meet with the county attorney.

HCPA Attendance Hotline:

Regular attendance in school is essential to the success of students. Frequent absences can hinder performance and learning.

Parents/guardians are responsible for notifying the school about their student's absence.

Information Needed for an Absence Report:

- Student's full name
- Student's grade
- Student's ID number or date of birth
- Date(s) of the absence
- Reason for the absence
- Parent/Guardian name

Contact Us

Phone:

(651) 332-8567

Email:

attendance@hcpak12.org

All students arriving after 8:00 AM are considered tardy.

If arriving after 8:00 AM, the student and a parent or guardian must sign in at Main Office C.

Set your child up for success:

Build the Habit of Good Attendance

? Did You Know?

Missing just a few days of school each month may not seem like a big deal, but those absences can add up quickly. Students who miss **17 or more days** in a school year (even if they're excused) are considered **chronically absent** — and that can lead to real challenges:

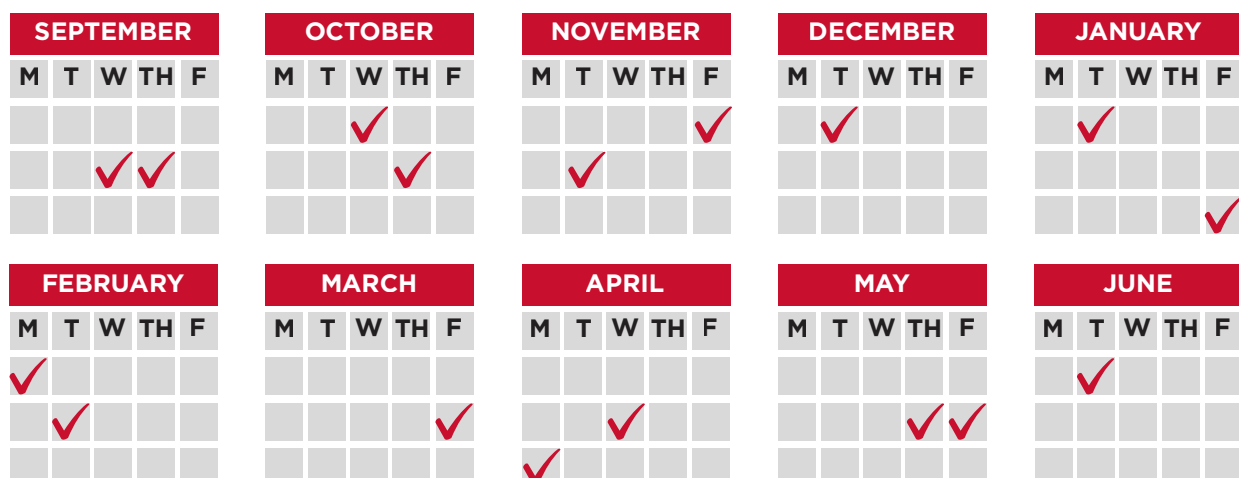
- Falling behind in reading and math.
- Struggling to build peer relationships.
- Increased stress from trying to catch up.
- Lower performance on assessments.
- Higher risk of not graduating on time.

Attending school regularly helps children build routines, grow academically, and feel connected to their classmates and teachers. School is more than just academics — it's where students:

- Build friendships and social skills.
- Learn responsibility and time management.
- Gain confidence and independence.
- Feel part of a safe, supportive community.

💡 What You Can Do

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Keep your child healthy and make sure your child has the required shots.
- Develop backup plans for getting to school if something comes up.
- Monitor your child's absences.
- Try to schedule nonurgent medical appointments and extended trips when school isn't in session.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have a contagious illness, call the school nurse or health-care provider for advice. Ask the teacher for ideas to support missed learning time.



Chronic absence is missing 10% of school over the course of a school year.