



Duneland School Corporation Attendance Policy



Exempt



Documentation Required

Pre-Arranged Exempt Absences (per Indiana Code):

- Page for General Assembly
- Election Day Worker
- Subpoenaed Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5 (*Principal preapproved*)
- Exhibiting/participating in state fair

Indiana Department of Education (IDOE) Attendance Goal = 94%

(No more than 10 absences per school year)

Family Planned/ Unplanned - Excused



An excused absence occurs when a parent or guardian chooses to keep their student home in the student's best interest. Acceptable reasons may include:

- Illness
- Verified medical visits (note)
- Death in the family
- Religious holiday
- Student sent home sick

Parents/guardians must notify the school on the day of the absence.

A student who misses 10% or more of the school year (18 days excused or unexcused) will be considered chronically absent. When a student reaches 10 absences, a meeting will be scheduled to address attendance concerns.

Unexcused



An unexcused absence is any absence that is not classified as *exempt*, *family planned/unplanned*, or is not verified within 48 hours of the student's return (i.e., the school was not notified in time).

A student who accumulates 10 or more unexcused absences during a school year will be considered habitually truant and may be referred to juvenile court in accordance with Indiana Code 20-33-2-25.

Additionally, any student with 5 unexcused absences within a 10 week period will be identified as a student in need of truancy prevention. (Refer to the truancy prevention policy outlined below.)

Duneland School Corporation Truancy Prevention Policy

Per Indiana Code, a student who is absent from school for five (5) days within a ten (10) week period without being:

(A) excused; or

(B) absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences

will be deemed a student in need of truancy prevention.

A school shall provide written notification to the parent/guardian of any absent student that meets the qualifications listed above. The notification shall include additional information about DSC Truancy Prevention process.

- **Students are considered "Chronically Absent" by missing ten percent (10%) or more of a school year for any reason.**
- **Students are designated as a "Habitual Truant" by having more than ten (10) days of unexcused absences.**

IC 20-33-2-14 - The governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence.