

ATTENDANCE MATTERS!!

Attendance for Success

Student attendance is a critical educational process component. Students, families and APS personnel must work together to promote student success by encouraging daily student attendance. Attendance positively correlates to student success and should not be treated as a disciplinary issue, but rather lead to conversations with students and families to improve attendance.



Except as otherwise provided in the Public School Code, a school-age person shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen (18) years of age unless that school-age person has graduated from high school, received a high school equivalency credential or withdrawn from school on a hardship waiver.

The parent/guardian of a school-age person, subject to the provisions of the Attendance for Success Act, is responsible for their attendance.

Parents/guardians can review their child's attendance record through ParentVue online.

Additional Attendance Information:

- School related activities (Cougar absences) that take a student out of class will not count toward excessive absence totals.
- A parent/guardian must submit their students' attendance via ParentVue or by calling Florinda Adams at 505-897-0110 x40001.
- Attendance will be monitored by administration via attendance reports, and students will be contacted by counselors and administration on a case by case basis. Teachers will contact families when there is an uncharacteristic pattern of unexcused absences for students routinely attending class.

Excused Absences:

Schools shall comply with state statute and the Albuquerque Public Schools Handbook for Student Success when determining excused and unexcused absences. Unexcused and excused absences and out-of-school suspensions all count toward student absences that require student intervention plans when the number of absences reach the standards for chronic or excessive absenteeism. Differentiating between excused and unexcused absences is only helpful in informing successful student attendance intervention plans. Students may obtain make-up work for any absence, excused or unexcused. Make-up work is not provided for long-term suspension and expulsion.

Absences may be excused for the following reasons with appropriate documentation:

- Illness (including chronic illness documented on a health plan, IEP or 504 plan)

- Limited family emergencies; family deaths
- Medical, health, or legal appointments
- Religious commitment
- College visit (11th and 12th grade students)
- Deployment of a military parent/guardian
- Limited extenuating circumstances as approved in advance by the school principal
- Tribal Obligations

All Absences For Other Reasons Are Unexcused Including:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school break.

The district will send out the following communications to students' families throughout this school year.

- Morning Safety texts, Elementary and Secondary
- Afternoon Attendance Texts, Elementary and Secondary. Secondary texts include information on the periods missed during the day.
- Required absence notifications at the absence thresholds of 5%, 10%, and 20%. These are based on Chronic Absence data, which includes Unexcused Absence Codes (including out of school suspensions) and Excused Absence Codes. Chronic absence calculations and related notifications do not use school Activity Codes.

Note: All attendance notifications (texts and emails) are precipitated from data in Synergy.

For additional information a link to APS District Policy is provided.

[APS Attendance](#)

Cibola High School Site Attendance Support

Teacher Attendance Process

It is the expectation that teachers will take on time daily attendance within the first 15 minutes of each and every class period for the safety and security of every student, every school day. (Tier I Intervention)

If a teacher has a sub for the day, provide a roster and write in your sub plans attendance must be submitted to Florinda Adams in the counseling department within the first 15 minutes of each class period.

Teacher observes a student has been absent from Advisory two or more weeks: (Tier II Intervention)

- Communicate/Contact Parents/Families/Guardians of Advisory Student
 - Communication Best Practices:
 - Phone call home
 - email
 - text if available
 - Synergy Documentation
 - Document attempts
 - Monitor Continuously and Consistently

Attendance Team and Administration Process (Tier III and Tier IV Interventions)

A member of the Attendance Team and/or Administration Team will follow up with the student and/or parent.

- Review EWS and Attendance Data
- Referral to Counselor, Health and Wellness Team, etc.
- Communicate/Contact Parents/Families/Guardians of Students
 - Communication Best Practices:
 - Phone call home
 - email
 - text if available
- Create MLSS Tier 4 Plans and Interventions
 - Keeping students in an educational setting
 - Prohibiting out-of-school suspension or expulsion as the punishment for absences
 - Assisting a student's family to remove barriers to the student's regular school attendance or attendance in another educational setting
 - Identifying solutions to improve a student's attendance and discuss necessary interventions for the student or the student's family
 - Providing additional educational opportunities to students who are struggling with attendance
 - Reintegrating students with chronic absences back into an educational setting
- Monitor Continuously and Consistently

Tardy Policy

Teachers will allow students into classrooms; doors will need to remain unlocked. Tardy noted in Synergy.

The Administration Team will contact students with five or more tardies in a class and will face progressive discipline consequences, which may include lunch detention, parent communication, attendance plan and potentially in-school suspension (ISS).

Students will receive progressive consequences for excessive tardiness.