VENANGO TECHNOLOGY CENTER
"Quality Training for Quality People"
1 Vo-Tech Drive * Oil City, PA 16301 * Phone (814) 677-3097 * Fax (814) 676-0075

STUDENT ATTENDANCE POLICY

Attendance at the Venango Technology Center is extremely important to your student's skill development and work attitudes. There is usually a direct positive correlation between academic success and attendance. One of the major prerequisites for attending the Venango Technology Center is interest. Poor attendance on the part of the student is an indication that the student may have little or no interest in career & technical education. On-time, daily attendance and class participation are necessary to ensure that the student masters essential skills in their program.

Cumulative absences for the current school year will be reviewed at the conclusion of each semester (January and May). If a student has reached 20 or more absences at a semester's end and 10 or more of those absences are unexcused and unaccounted for, meaning there is no record of parental, medical, or school-based documentation (such as school activities or school assigned discipline), they will be removed from VTC. Within the review process, parent excuses can only cover up to 5 absences per semester. It is important to note that any documentation pertaining to absences that is provided to a student's high school must also be turned into the VTC Attendance Office within three (3) days of the student's return following an absence.

To keep families informed of their student's attendance status, letters will be sent to their home and the sending school district's administration when a student reaches 10 and 15 absences. If a student has reached at least 20 absences by the semester review point and has not complied with the attendance requirements, a final letter will be sent to notify the family and sending school that the student has been withdrawn from VTC and should be reassigned to a full day of attendance at their school setting of origin.

If you have any questions regarding this policy, please consult the VTC Student Handbook, the VTC website www.vtc1.org , or contact the school directly at (814) 677-3097.