Individual Student Attendance Requirements of Every Student Succeeds Act (2016)

On the days that school is in session (minimum is 180), students are expected to be marked as present at least 90% of the time. Any student who falls below this percentage of time present is deemed "chronically absent."

The district is responsible for monitoring attendance and identifying students who may be experiencing chronic absenteeism for reasons that are not warranted (e.g., illness or family emergencies). Schools will work collaboratively with students and their parents/guardians to address attendance concerns, improve attendance, and prevent further absences.

Reasons For Absences

All absences must be reported to the school before the start of the school day to ensure student safety and accountability. Reported absences should be limited to serious circumstances, including:

- Illness
- Family emergency
- Funeral or family death
- Court appearance

Regardless of the reason, every absence counts toward a student's attendance percentage. Absences considered "excused" for the reasons listed above are still recorded as absences and count toward the maximum allowance of 18 absences per student per year (10% of a 180-day school year).

The only absences permitted by the State of New Jersey that do **not** count toward a student's total number of absences are:

- **Religious observance** (must be documented by a parent/guardian)
- **College visits** (up to three per year for students in Grades 11 and 12 only)
- **Take Our Children to Work Day** (must be documented by a parent/guardian)

All other absences, regardless of whether they are considered excused, count toward a student's total attendance record.

The only other circumstance in which a student may be absent without the absence counting toward their attendance record is when the student is eligible for district-provided transportation and the district is unable to provide transportation on that day.

The Standard (Full) School Day

For a student enrolled in a full-day program, attendance is determined based on participation in instruction or instruction-related activities for at least half of the school day. A student who does not meet this requirement will be recorded as absent for the day or applicable portion of the day, consistent with district attendance procedures and NJDOE requirements.

For a student enrolled in a half-day program, the student must participate in instruction or instruction-related activities for at least half of the scheduled session to be recorded as present.

Home Instruction

Students receiving approved home instruction will be marked as present on school days when they are participating in the instruction provided in accordance with their approved home instruction plan.

Field Trips and School Sponsored, Off-Site Activities/Programs

Students participating in school-sponsored activities, field trips, or programs under the supervision and direction of district staff will be marked as present.

Absences Due To Disciplinary Action {E.G.: Suspension)
Attendance for students assigned disciplinary consequences, including in-school or out-of-school suspension, will be recorded in accordance with district policy and applicable New Jersey Department of Education requirements.

Extended Travel with Family
Family travel for vacations or other personal reasons is not considered an excused absence under Tenafly Public Schools' attendance procedures. Students are expected to attend school on all days when school is in session, as consistent attendance is essential to academic success. Families are encouraged to schedule vacations and travel during times when school is not in session.

The district recognizes that families may choose to remove students from school for travel or other educational purposes. In such cases, the absence will be recorded in accordance with district attendance procedures. Because the student is not receiving classroom instruction during the absence, the district is not responsible for providing assignments in advance. Students are expected to stay engaged in learning activities, including daily reading, and are responsible for completing missed work within the timeframe established by district policy upon returning to school.

Any family travel resulting in fewer than 10 consecutive school days of absence will be recorded as absences and count toward the student's attendance record. If a student is absent for 10 or more consecutive school days due to extended travel, the student will be disenrolled from the Tenafly Public Schools in accordance with district procedures.

Disenrollment removes the student from the district roster, similar to a withdrawal due to relocation or transfer. Depending on the circumstances of the travel and the information available regarding the student's return date, the parent/guardian may be required to complete the district's re-enrollment process, including submission of required residency documentation, health records, and other required information.

Upon disenrollment, the student forfeits his/her placement in the district, including the assigned school, class assignments, and schedule. Upon re-enrollment, placement will be determined based on available space and district procedures. While the district will make every effort to return the student to the previous school and classes, placement in the prior school, class, or schedule cannot be guaranteed.