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Dear CHS Families,

Welcome back! You are receiving this letter as an introduction of the attendance protocols at Centennial High School and county of residence. We know that regular attendance sets the foundation for a successful school experience and a strong work ethic. It is both the responsibility of the parent/guardian and the student to make school attendance a top priority. We know that students who attend school regularly tend to have more academic success and positive outcomes as a result.

The Centennial High School Multi-Tiered System of Support (MTSS) team supports all students through consistent progress monitoring related to student attendance, academics, and behavior. This team provides recommendations for intervention and seeks partnership with staff, students, and families to improve student success. Related to student attendance, our team is focused on assisting families in improving students' school attendance and preventing truancy petitions from being filed with the county of student residence.

If your student has more than ten (10) unexcused absences a county truancy referral will be made by the school. Excused absences can also have an unintended consequence to student academic success. Should your student have excessive excused absences our MTSS team will also partner with you and your student to navigate their intervention needs and determine if a county truancy referral is needed.

Please review the chart below regarding the steps used to address attendance concerns. A copy of the school district handbook is available to all parents/guardians. Additionally, parents should review the building student handbooks and review the attendance policies of their student's school.

Absence	Action
Three (3) or more Unexcused absences	Letter from CHS
Seven to Ten (7-10) Unexcused absences	Attendance Intervention Meeting (AIM) with a member of the Centennial High School MTSS (Multi-Tiered System of Supports) team, and communication home to guardians
Over Ten (11+) Unexcused absences	Students who continue to be absent following an Attendance Intervention Meeting (AIM) will be referred to the County Truancy Program in which they reside.

If your student is absent from school, please complete the absence request tool in the campus [parent portal](#). Parents and guardians can use the Absence Request tool to submit a request that informs the office **in advance** when their student is not going to be in school. After the request is processed, Campus creates an attendance record for the student. Students are expected to complete any academic work upon returning from an absence. Please review the information below to better understand the classification of absences.

ALL requests MUST be completed by a parent or guardian or the absence will be recorded as unexcused.

- **School Authorized Absences**- examples include: official religious holidays, death in the immediate family.
- **Excused Absences**- examples include: illnesses, family emergencies, pre-arranged absences, inclement weather. **Families should prioritize scheduling appointments and family vacations outside of school hours or when school is not in session. Should a student's excused absences reach more than 10% of their school year an Attendance Intervention Meeting (AIM) may also be advised by the MTSS team.**
- **Unexcused Absences**- examples include: car troubles, oversleeping, hair appointments, babysitting.

For further information and resources concerning attendance, please access our school website under [Attendance](#). We look forward to partnering with you in this effort to keep your student attending school each day. Please feel free to reach out at any time with questions or concerns.

Sincerely,
Centennial High School, Multi-Tiered Systems of Support Team

**CENTENNIAL HIGH SCHOOL
MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) TEAM**

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<https://highschool.isd12.org/student-life/attendance>