

Gary D. Bixhorn Technical Center

Frequently Asked Questions (FAQ): Student Attendance

(Aligned with ESBOCES Board Policy 6110)

Why is attendance so vital in a Career and Technical Education (CTE) environment?

Unlike traditional lecture classes, CTE programs rely heavily on direct, hands-on shop and lab experiences that cannot be replicated outside the building. Missing a 2.5-hour class session means missing critical practical skills training, safety demonstrations and team-based projects. Developing reliable attendance habits now reflects the exact professional expectations required by industry employers.

How does the school record absences under ESBOCES Board Policy 6110?

Under ESBOCES Board Policy 6110, all absences, tardies and early departures are initially recorded as unexcused until the attendance office receives proper written verification explaining the absence.

What is required to change an unexcused absence to an excused absence?

Parents/persons in parental relation must provide a written excuse (a signed note, verified email or official medical/court note) to the attendance office upon the student's return. Phone calls to notify the office are appreciated, but written documentation is required to officially excuse the absence under policy.

What reasons are considered "Excused" under ESBOCES Board Policy?

- Personal illness or illness or death in the family
- Impassable roads, severe weather or transportation delays
- Home district school closures
- Religious observances
- Quarantine
- Required court appearance
- Attendance at health clinics
- Approved college visits, military obligations or DMV road test
- Approved cooperative work programs or school related instruction/activities

What happens if a student accumulates excessive unexcused absences?

- Excessive absenteeism directly impacts a student's ability to master technical competencies.
- Accumulated absences can result in:
 - Academic warnings and home district notifications.
 - Loss of eligibility for Work-Based Learning (WBL) opportunities including internships and clinical experiences.
 - Inability to meet the required hours for NYS licensing, technical assessments or program completion certificates.