



Cache County School District

Policy Series 3000: Students

Policy No. 3400

Student Attendance and Truancy

Purpose

The Cache County Board of Education recognizes that regular school attendance is essential to student academic achievement, social-emotional development, school connectedness, and successful graduation. The board promotes regular school attendance and authorizes appropriate interventions when attendance concerns arise. Parents, guardians, students, and school personnel share responsibility for ensuring that students attend school regularly and participate fully in educational opportunities.

The board directs the Superintendent or designee to establish administrative procedures necessary to implement this policy, including procedures related to:

- 1) Absenteeism Prevention, Intervention, and Support;
- 2) Attendance Accounting and Definitions;
- 3) Parent or Guardian Attendance Notification and Student Excusal;
- 4) Student Check In/Out;
- 5) Truancy and Compulsory Attendance; and
- 6) Make-up Work and Academic Credit.

The district shall comply with all applicable provisions of Utah Code Title 53G, Utah State Board of Education rules, and other applicable state and federal laws governing compulsory education, attendance, truancy prevention, and student support services.

School Attendance Principles

Frequent absences disrupt the continuity of instruction and negatively impact student learning. The board supports the following attendance principles:

- 1) Regular interaction between students and teachers through classroom instruction, school-sponsored learning activities, and educational engagement is essential to student success.
- 2) Parents and guardians are legally responsible for ensuring the attendance of school-age children as required by Utah compulsory education laws.
- 3) Schools shall implement prevention, intervention, and support strategies designed to improve attendance and remove barriers to student participation.
- 4) Timely communication among parents, students, teachers, counselors, and administrators is critical to resolving attendance concerns before they become chronic.
- 5) Attendance interventions shall emphasize problem-solving, family engagement, and evidence-based supports whenever reasonably feasible.

- 6) The district recognizes that chronic absenteeism may occur even when absences are excused and shall monitor attendance data to identify students who may benefit from additional support.

Students Exempt From School Attendance

The district shall not issue truancy or compulsory attendance citations when a student is legally exempt from attendance requirements.

- 1) **Home School:** A student shall be excused from attendance upon receipt of a properly completed homeschool affidavit as required by Utah law.
- 2) **Excused Attendance Exemptions** The board may excuse attendance as permitted by Utah Code and district procedures when sufficient evidence demonstrates eligibility for exemption. Utah Code Ann. § 53G-6-204(1)
- 3) **Alternative Education Programs** Students participating in approved alternative education or instructional programs shall remain subject to attendance and participation requirements established for those programs.

Policy Dissemination and Review

Schools shall provide annual notification of attendance expectations and attendance-related procedures to parents, guardians, and students.

The district shall periodically review attendance data and attendance practices to ensure compliance with state law and to improve student outcomes.

The Superintendent or designee may develop administrative procedures necessary to implement this policy.

LEGAL REFERENCES

- 1) Utah Code §§ 53G-6-201 through 53G-6-209 (Compulsory Education)
- 2) Utah Code § 53G-8-211 (School-Based Behavior and Responses)
- 3) Utah Code § 53G-9-202 (Notification of Parent of Sick or Injured Child)
- 4) Utah Administrative Code R277-607 (Attendance and Truancy Prevention)
- 5) Utah State Board of Education Attendance Guidance

Approved by the Board of Education: August 27, 2026