



Cache County School District

Policy Series 3000: Students

Policy 3400 P3

Attendance Accounting and Definitions

Attendance Recording

- 1) Elementary teachers shall record attendance within the first 15 minutes of each school day.
- 2) Secondary teachers shall record attendance at the start of each class period.
- 3) Attendance records shall be maintained in the district's student information system.

Attendance Classifications

The district may utilize attendance codes, including but not limited to:

Code	Description
A	Unverified Absence - When no contact is made by a parent/guardian to excuse an absence.
G	Verified Absence - A parent/guardian gives a reason for the absence that does not fall in the 'excused' reasons defined in section 3.
E	Excused Absence - A parent/guardian gives a reason for absence that qualifies as 'excused' by the definition listed in section 3.
H	Homebound Instruction - When a student has been placed on formal 'homebound' schooling due to an inability to attend in person.
R	Late - means any point in which a student arrives at school more than 20 minutes after the start of the school day for an elementary, or more than 10 minutes after the start of a secondary class period.
L	Left Early - Means that a student was checked out by a parent or guardian and left before the end of the class period for secondary, or school day for elementary.
S	School Excusal - When a student is not in class due to reasons of the school which may include, but not be limited to: visits with a counselor, social worker, school resource officer, administrator, or participation in a school event. This attendance code is not considered an absence for purposes of eligibility or identifying chronic absenteeism.
X	Suspension - When a student has been placed on formal suspension by the school.
Z	Truant - When a student is absent for at least half of an instructional period, without a valid excuse, in a secondary school, or half of the school day in elementary school.

T Tardy - When a student arrives to class after the designated starting time and before 20 minutes has elapsed at the beginning of an elementary school day, or 10 minutes at the beginning of a secondary class period.

* Sluffing a class occurs when a student is not in class when they are supposed to be, and is a form of truancy. Though the student may not have missed more than half of the class period required to have their attendance code changed to 'truant,' they are still subject to school discipline in the same manner as a truancy.

Schools may propose the addition of other codes to a policy review committee. The review committee may recommend additional codes to be adopted as necessary for accurate recordkeeping.

Excused Absences

A student absence may be 'excused' when supported by parent communication to the school within 3 days of the absence, school documentation, or other reasonable verification, and may include:

- 1) Personal illness (mental or physical);
- 2) Mental or behavioral health;
- 3) Family death;
- 4) School-sponsored activities;
- 5) Family events;
- 6) An absence due to the needs of a child's IEP or 504;
- 7) Competition in a rodeo sanctioned by an international, non-profit organization dedicated to the development of sportsmanship, horsemanship, and character in youth through the sport of rodeo;
- 8) Family event if the parent submits a written statement at least one school day prior to the scheduled absence, and the student agrees to make up coursework for the days missed; or
- 9) Any reason a parent of a secondary student provides to justify a student's absence, provided they call on the day of the absence and no more than 5 days prior to the absence, if the student maintains a cumulative grade point average of at least 2.0, including an event related to participation in the following clubs:
 - a) mountain biking;
 - b) shooting sports; or
 - c) a youth development program Utah State University administers, which provides educational experiences in areas including agriculture, science, technology, engineering, mathematics, civic engagement, leadership, and healthy living through hands-on learning, mentoring, and community-based clubs or activities.

Chronic Absenteeism

For purposes of attendance monitoring and intervention, a student may be considered chronically absent when the student misses ten percent (10%) or more of the school days enrolled during an academic year for any reason, including excused, verified, and unexcused absences.

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