JEFFERSON PARISH SCHOOLS

Attendance Recovery Policy 2026-2027

(Updated September 2026)

Based on a standard instructional day and the 2026-2027 academic calendar, a student can miss no more than **14** days of school to be eligible for promotion. (Exempted and Excused Absences do NOT count against attendance requirements) Absences marked E or D in JCampus do NOT count against attendance requirements. Absences incurred and accompanied with parent notes, must be recovered using this policy.

Elementary/Middle School Attendance Recovery Policy

A student in grades K-8 accumulating more than **14** unexcused absences in a year-long course will NOT receive credit for the course. The student will be issued a F* on their report card. A parent has **15** school days from the issuance of the report card to dispute and clear all attendance and grade issues.

Students may recover days absent by participating in the school's Make Up Seat Time (MUST) Program. MUST is recovered using a district approved online learning program:

- Lexia (Elementary)
- PowerUP by Lexia (middle school)
- Edmentum
- iReady (where available)
- Zearn (math)

MUST may also include face-to-face instruction settings with a certified teacher. Students may recover time by completing academic assignments before school, during lunch, after-school, weekends, and/or holidays.

Student passed the course but did not meet attendance requirements

After satisfying the requirements of the MUST Program, students who earned a **passing** grade in the class will receive credit for the grade they earned. The following process must be followed:

- The MUST Program facilitator will submit a MUST Program Completion Form to the principal who will sign the form for final approval.
- The principal will forward the approved form to the Assistant Principal or Designee who will remove the F* in JCampus.
- All forms must be scanned into the student's record in JCampus. All MUST minutes must be completed by **January 6, 2027** for half-year courses and **May 26, 2027** for full-year courses.

Student failed the course and did not meet attendance requirements

After satisfying the requirements of the MUST Program, students who previously earned a **failing** grade in the class may be allowed to use the assignments/quizzes completed during the MUST Program to recalculate their grade. Teachers of record must be consulted as which assignments/quizzes are assigned to students who previously earned a failing grade. The following process must be followed:

- If the student earns a passing grade after the recalculation, the teacher of record will complete and submit a grade change form to the principal **and;**
- The MUST Program facilitator will submit a MUST Program Completion Form to the principal

who will approve or deny.
- All approved forms will be given to the Assistant Principal or Designee who will change the grade in JCampus.
- All forms must be scanned into the student's record in JCampus. All MUST minutes must be completed by **January 6, 2027** for half-year courses, and **May 26, 2027** for full-year courses.

High School Attendance Recovery Policy

A student in a high school course accumulating more than **7** unexcused absences in a semester course. Students enrolled in a half credit course accumulating more than **4** unexcused absences in a quarter will NOT receive credit for the course. The student will be issued a F* on their report card. A parent has **15** school days from the issuance of the report card to dispute and clear all attendance and grade issues.

Students may recover days absent by participating in the school's Make Up Seat Time (MUST) Program. MUST is recovered using a district approved online learning program. Grades 8-12 – Edmentum (PLATO) or face-to-face instruction settings with a certified teacher. Students may recover time by completing academic assignments before school, during lunch, after- school, weekends, and/or holidays.

Students who passed the course but did not meet attendance requirements

After satisfying the requirements of the MUST Program, students who previously earned a **passing** grade in the class will receive credit for the grade they earned. The following process must be followed:

- The MUST Program facilitator will submit a MUST Program Completion Form to the principal who will sign the form for final approval.
- The principal will forward the approved form to the Assistant Principal or Designee who will remove the F* in JCampus and replace it with the grade the student earned.
- All forms must be scanned into the student's record in JCampus. All MUST minutes must be completed by **January 6, 2027** or half-year and first semester half credit courses and **May 26, 2027** for full-year courses and second semester half credit courses

Student failed the course and did not meet attendance requirement

After satisfying the requirements of the MUST Program, students who previously earned a **failing** grade in the class may be allowed to use the assignments/quizzes completed during the MUST Program to recalculate their grade. Teachers of record must be consulted as which assignments/quizzes are assigned to students who previously earned a failing grade. The following process must be followed:

- If the student earns a passing grade after the recalculation, the teacher of record will complete and submit a grade change form to the principal **and;**
- The MUST Program facilitator will submit a MUST Program Completion Form to the principal who will approve or deny.
- All approved forms will be given to the Assistant Principal or Designee who will change the grade in JCampus.
- All forms must be scanned into the student's record on JCampus.
- All MUST minutes must be completed by **January 6, 2027** for first semester courses/half-year courses, and **May 26, 2027** for full-year courses.

Recovery Guidelines

Students who complete the MUST Program through an approved online learning program or face-to-face instruction, may recover minutes based on the following guidelines

Elementary/Middle

1 day absent (375 minutes)	60 minutes of **online** learning recovers 1 day absent
1 day absent (375 minutes)	375 **face to face** minutes recovers 1 day absent

*The accumulation of productive online minutes will be tracked by the MUST Program facilitator from the program's dashboard. All student work and minutes accumulated must be submitted by the facilitator with the MUST Program Completion Form. The accumulation of face-to-face minutes will be tracked using sign-in logs monitored by the certified facilitator.

High School

1 day absent	180 minutes of **online** learning recovers 1 day absent
1 day absent (375 minutes)	375 **face to face** minutes recovers 1 day absent

*The accumulation of productive online minutes will be tracked by the MUST Program facilitator from the program's dashboard. All student work and minutes accumulated must be submitted by the facilitator with the MUST Program Completion Form. The accumulation of face-to-face minutes will be tracked using sign-in logs monitored by the certified facilitator.

****When computing the number of minutes required to recover an absence for only one class the principal or designee should examine the number of classes in the student's daily schedule.**

Example – 4x4 Schedules – if 90 minutes of online learning recovers one full day, then 45 minutes of online learning recovers one academic block.

Reminder – Students must make-up missed assignments and complete MUST to receive credit.

School's Responsibilities

- Do not prohibit students from signing-in to school if they report without a parent.
- Excuse students who do not report to school due to transportation issues (Bus failing to run or late bus).
- Provide students and parents with attendance letters by the 3rd, 5th, and 7th day absent. Schools must document when notifications are provided to parents (date & method of delivery (student, email, mail, etc.…)
- Submit referrals to TASC, FINS, and/or Child Hearing Officers for attendance issues.
- Notify parents within three weeks of the quarter/semester end date if the student may be ineligible for credit and MUST is required.
- Notify parents on progress reports of a student's attendance issues.

Parent/Student Responsibilities

- Establish an expectation of daily attendance with your child. Even if you miss just a few days here and there, grades are likely to suffer.
- Submit all attendance documents within five days of student's return to school.
- Communicate with the principal, counselor, and/or teacher any extenuating circumstances that may impact the student's attendance.
- Frequently check the Parent Progress Center in JCampus.
- Report to the MUST Program on time and ready to work.
- Complete MUST assignments before or after school, on the weekends and during holidays.
- Request frequent updates from the MUST Program facilitator on accumulated minutes and completed assignments.
- Request updated report cards after the MUST Program is comple