SMYRNA SCHOOL DISTRICT
PROCEDURE

Section:	**5000 Students**	**Office Responsible:**	**Special Services**
Procedure:	**5112R School Attendance**		
Related Policies:	**5112 School Attendance**		

I. Purpose
To document the process utilized by the Smyrna School District to monitor and address truancy and student attendance at school.

II. Legal Authority
This procedure is adopted in accordance with **Delaware Code Title 14, Part I, Chapter 27**, Subchapter 1 & Subchapter 2.

III. Roles and Responsibilities
Delaware Code defines a student as truant once they have accumulated more than three days of unexcused absences, or the equivalent thereof. Per *Delaware Code, Title 14 § 2702,* the school district is required to file charges with the truancy courts following the twentieth day of unexcused absence. Additionally, the Delaware Department of Education defines a student as being chronically absent once they have missed 10% of the days assigned for school attendance. This procedure outlines the process used to address attendance and truancy concerns.

A. Responsibilities of attendance staff at the school level:

- Record accurate attendance for each student every school day. Refer to the tables of attendance codes and times at the end of this procedure.
- Communicate with parent/guardian regarding the importance of notes to document any absences.
- Collect and document all attendance related notes for each student in a timely manner. All notes should be kept in an "attendance file" for the student.
- Create and send attendance letters at least once per week to families and to the District Attendance Officer for 3, 8, 13, and 20 days of absence. For any exceptional cases, review the details with the District Attendance Officer prior to sending the letter.
- The student attendance review committee must review student attendance at least quarterly to allow proactive response for students in jeopardy of truancy. This can be part of the MTSS process for a school.
- Provide school-level interventions for students with excessive absences. Document all interventions provided. Notify the District Attendance Officer when interventions are not successful and provide documentation of the interventions and results of such.
- Support all plans put in place by the District Attendance Officer to positively impact student attendance

- Once a student accumulates 8 unexcused absences, a truancy conference must be held. The purpose of the conference is to develop a plan to avoid prosecution in truancy court. An update must be provided to the District Attendance Officer following each truancy conference. The District Attendance Officer will provide the format for recording the update for each student.

B. Responsibilities of the District Attendance Officer

- Advise school attendance staff and student attendance review committees about resources and options for supports to address truancy concerns

- Create and manage files for all students who receive attendance letters from district schools. Maintain historical information on a student to communicate factors affecting a student's attendance. Maintain all documentation to explain steps taken by the district to address the truancy concern.

- Attend truancy conferences at the school level as scheduled by the school principal

- Provide support beyond the school-level as part of any plan developed for a student with truancy concerns.

- Once a student accumulates 10 unexcused absences, the District Attendance Officer must attempt to conduct a home visit to address the on-going truancy.

- Once a student accumulates 13 unexcused absences, the District Attendance Officer may choose to file truancy charges on the family or the student to compel attendance.

- Once a student accumulates 18 days unexcused absences, the District Attendance Officer will remind the family of the Smyrna School District's 20 day policy regarding retention and the ability to earn credits towards graduation. If truancy charges have been filed, the District Attendance Office will remind the family of the expectations related to the court action.

- Once a student accumulates 20 unexcused absences, the District Attendance Officer must file truancy charges on the family or student. Charges can only be filed if all of the preventative steps and documentation of such is complete.

- Confirm and collect all necessary documents for legal action: letters of notice, documentation of home visit, truancy conference documentation, contacts with parent, and interventions attempted

- Serve as a witness for the state during truancy court proceedings for SSD students.

C. Student Attendance Codes

Code	Description	Status	Excuse
ADEX	Administrative Excuse	Absent	Excused
AE	Absent Excused	Absent	Excused
ALT	Alternative Placement	Absent	Exempt
AU	Absent Unexcused	Absent	Unexcused
EDE	Early Dismissal Excused	Early Release	Excused
EDU	Early Dismissal Unexcused	Early Release	Unexcused
FT	Fieldtrip	Absent	Exempt
HB	Homebound	Absent	Exempt
INT	Institution	Absent	Exempt
ISS	In-school Suspension	Absent	Exempt
MED	Medical Excuse	Absent	Excused
MEDH	Medical – MH	Absent	Excused
NUR	Nurse Excuse	Absent	Excused
OSS	Out of School Suspension	Absent	Excused
PNE	Parent Note Excused	Absent	Excused
PNU	Parent Note Unexcused	Absent	Unexcused
SBIP	School Based Intervention Program	Absent	Exempt
TAU	Teacher Absent Unexcused	Absent	Unexcused
TE	Tardy Excused	Tardy	Excused
TU	Tardy Unexcused	Tardy	Unexcused

D. Attendance Times by Grade/School

Grades/Schools	Start of School Day	End of School Day	Half Day Attendance	Full Day Attendance
SHS	7:25 AM	2:15 PM	Present at least 2.5 hours	Present 5 hours or more
SMS & CMS	8:10 AM	2:55 PM	Present at least 2.5 hours	Present 5 hours or more
JBM	8:10 AM	2:50 PM	Present at least 2.5 hours	Present 5 hours or more
NSES, SES, CES, SSES	8:45 AM	3:30 PM	Present at least 2.5 hours	Present 5 hours or more

Approval Acknowledged by:

Deborah Judy

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Deborah Judy
Superintendent of Schools

Procedure Actions
Adopted: October 27, 2026
Revised: