

## **School Attendance Policy FAQs**

### **1. When do I need to turn a note in for my student's absences?**

Always! Schools need to be informed of why a student has missed any school day. For convenience, most schools have developed a specific form to fill out when your student is absent.

### **2. How long do I have to turn in a note to excuse an absence?**

Per School District policy, parents/students have 3 calendar days to turn in a note for a student's absences.

### **3. What causes are considered acceptable for absences?**

- Illness
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Educational tours and trips, with prior approval
- Authorized school activities
- Excused lateness or early dismissal

### **4. What if my student is out for an extended period of time?**

If your student is absent for 3 or more consecutive days, you must submit a note from a physician.

### **5. What happens if I do not turn in a note for an absence?**

Your student will be marked as having an "unexcused absence". If your student accrues multiple unexcused absences, school staff and/or partner agencies will contact you by phone or letter.

### **New Attendance Policies for the 2015-2016 school year:**

- All students who are absent for 9 cumulative days as a result of illness, must, at the 10th excused absence day for illness, provide a physician's note for that absence.
- *Lateness:* If your child is late to school or is dismissed early, you also need to bring in a note. Students who arrive to school 2 hours late (10am or later) or leave school 2 hours early (1pm or later) without an excuse note will be marked with a half day unexcused absence.