Attendance Guidelines for excused and unexcused absences

Excused Absences: The absences outlined below are excused absences, and when the school receives notification by the parent / guardian, they will not count towards the unexcused absence / truancy process outlined at the bottom of the page.

- **illness** - vomiting or fever at school (24 hours fever free)
- **recovery from accident** – with documentation
- **required court attendance** (student must have documentation)
- **death in the immediate family** - with documentation
- **School-related absences** - (i.e. Field Trips, College Visits, Athletic Events and Travel Time, Club Related Events, Class Related Events, etc.)
- **In School Suspensions**
- **Out of School Suspensions**
- **Absences documented with a doctor’s note** - the note must be given to the attendance secretary immediately upon return to school. Doctor’s notes must contain the date(s) the student was unable to attend school, and the doctor’s signature
- **Religious absence** - excused if caused by observance of religious occasions formally recognized by an organized faith to which the student, or the student’s family, belongs and which require abstinence from the activities of daily life or the attendance at religious services. A note from a parent or a note on the letterhead of the religious organization is required.
- **Absences due to homeless related incidents** - i.e. no transportation, tardy due to transportation.
- **such other good cause as may be approved by the Superintendent**

Unexcused Absences: All other absences that are not explained by a parent phone call to the school and supported with documentation will be deemed to be unexcused absences. The school administration will follow the steps below in working with parents and guardians of students in an attempt to improve student attendance and maximize the student’s opportunity to learn.

Number of Days of Unexcused Absence =

- **3 days** = teacher call to discuss importance of attending school and offer assistance
- **5 days** = 5 day unexcused absence notification letter is mailed home
- **10 days** = 10 day absence notification letter is mailed home and a meeting with the Principal is required
- **15 days** = Truancy letter is sent, and a meeting is scheduled with director of Pupil Accounting
- **15+ days** = The school and district will initiate a referral to the city of Taylor prosecutor’s office, and a petition for truancy against the parent / guardian will be initiated.