

Yadkin **C**ounty **S**chools
Learn Today, Lead Tomorrow

Attendance Manual

Table of Contents

Local Procedures for Dealing with Absences	3
Frequently Asked Questions	4-5
Attendance Classified	6-7
Exam Exemptions.....	7
Unexcused Tardiness and Early Departures	8
Right to Appeal Denial of Course Credit.....	9
Excessive Absences	10
Make-Up Work	11
Truancy Court	11

Appendix A

- A-1 Attendance Procedures Flowchart
- A-2 Elementary & Middle Flowchart
- A-3 High School Flowchart

Appendix B

- B-1a Notice of 6 Unexcused Absences, Elementary and Middle School
- B-1b Notice of 6 Unexcused Absences and Warning of Course Denial, High School
- B-2a Notice of 10 Unexcused Absences and Request for Physician Note, Elementary and Middle
- B-2b Notice of 10 Unexcused Absences and Course Denial, High School
- B-3 Notice of 14 Unexcused Absences and Warning of Retention, Elementary and Middle
- B-4 Notice of 18 Unexcused Absences and Retention, Elementary and Middle

LOCAL PROCEDURES FOR DOCUMENTING ABSENCES

Classroom teachers play a pivotal role in notifying students and parents or guardians of the importance of good attendance, and in communicating with parents or guardians when an absence occurs. The principal is responsible for monitoring the attendance recording process and ensuring that the teachers and data manager work as a team to achieve accuracy.

1. **Teachers shall instruct students to bring a written explanation signed by a parent or guardian upon returning to school after an absence.** It is best practice to require a written note but there may be instances where parents or guardians provide via email to the teacher. Notification must be provided within 3 school days of the absence for it to be counted excused.
2. Notes written by parents and guardians, notes from physicians, and other forms of documentation by school personnel regarding absences shall be assessed by the classroom teacher to determine whether they are excused or unexcused, **and then submitted to the Principal's designee to be maintained in a centralized master file.** To determine whether an absence is excused or unexcused the teacher must know the reasons recognized by the State Board of Education. The following are the valid/lawful excuses for temporary nonattendance of a student:
 - Illness or injury
 - Quarantine
 - Death in the immediate family
 - Medical or dental appointments
 - Court or administrative proceedings
 - Religious observances
 - Educational opportunity
 - In accordance with local School Board Policy

Letter to Require Physician's Statement

3. At any point in the year that a student's excused absences are for an illness or injury, the Principal may require a statement from the student's physician in order to excuse future absences. This action will automatically be in effect when a student reaches 10 unexcused absences.

All copies of attendance notification must be documented in a centralized master file and letters must be noted in PowerSchool under All Student Correspondence. All documentation regarding absences (notes from parents, notes from physicians, correspondence returned as undeliverable and other documentation by school personnel) must be kept in a centralized master file.

Attendance: Frequently Asked Questions

Q: Is my 5 or 6 year old kindergarten student subject to the NC Compulsory Attendance Law?

A: *Yes, once your student is enrolled in school, compulsory attendance is applicable.*

Q: What procedures do I follow if I decide to home school my child?

A: *You should contact the North Carolina Department of Non-Public Education at (919) 733-4276 or at their web site (www.ncdnpe.org). Until you are approved as a home school, your child must continue to attend his or her assigned school.*

Q: What is the difference between homebound instruction and home schooling?

A: *Homebound instruction is offered to students who have been referred by their physician or psychiatrist and approved by the director of homebound instruction, or to students who receive Exceptional Children's services and are placed on long-term suspension. A teacher instructs the student at home or a pre-arranged site 3-5 hours a week.*

Home schools are administered under the North Carolina Department of Non-Public Education. Parents must follow NCDNPE's guidelines, which include instructional guidelines, curriculum, testing, etc.

Q: How does moving in the middle of the school year affect my student's assignment?

A: *Your student may remain in his or her school for the rest of the school year, but you are responsible for transportation to and from school. You may choose to transfer your student to his or her residential school. Proof of address is required.*

Q: Why should I provide the school with my personal demographic information?

A: *There are several reasons the school needs updated demographic information. The information is needed in order to share information about school events, i.e. school pictures, field day, snow days, etc., as well as your child's grades, discipline information, attendance information and other important matters. The school also needs accurate information in case of an emergency involving your child.*

Q: Why do I have to provide a note to excuse my student's absence?

A: *It is the parent's responsibility to inform the school of the reason for a student's absence so that the school can determine whether the reason meets state guidelines. It is also helpful information for the school to appropriately serve the student after an illness or injury, or for health concerns in the school environment even if the school sends your child home sick, a note is needed as documentation because all notes are maintained in a centralized file.*

Q: If I am requested to provide a doctor's note to excuse an absence, does this violate HIPAA law?

A: *If you are requested to provide a physician's statement, you need only provide documentation that the student was seen by the doctor and the date(s) covered. No confidential medical information is needed.*

Q: How does attendance affect my student's participation in sports and extra-curricular activities?

A: *If your student misses 10 days within a semester, he or she must apply for and receive a waiver in order to participate.*

Q: What if my student is absent due to a suspension from school?

A: *Suspensions are excused absences and do not count against your student under the Compulsory Attendance Law.*

Q: Will the school let me know when my student is absent from school?

A: *Yes, many attempts are made but they depend on the accuracy of the information you provide to the school. You are notified of your student's absences through an automated calling system, teacher telephone calls, attendance letters from the principal and calls and/or home visits by the school social worker.*

Q: Is the school required to provide make-up work when my child is absent, including when my child is suspended?

A: *Yes. Work should be requested by the parent or student as soon as possible. It is due by the third day from the date each absence occurred. Make-up work can be requested for a suspended student if the suspension is not a long-term suspension. Most schools require a 24 hour period to allow the teacher to gather materials to send home.*

Q: How can I get a copy of my student's attendance record?

A: *You may request a copy of your student's attendance record in the school office at any time or view it on your Powerschool Parent Portal at any time.*

ATTENDANCE AND MAKE-UP WORK

I. **Introduction.** There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned by the teachers. Even though students may make up class work missed because of absences, they may never be able to replace the educational, cultural and social contacts which they would have experienced through face-to-face instruction and class participation. Students with good attendance generally achieve higher levels of learning than those with poor attendance.

Absence Classification

A. **Excused.** In accordance with the rules and regulations of the State Board of Education, the following conditions shall constitute valid reasons for excused absences.

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observances
7. Educational opportunity

For a more complete definition of each condition, reference should be made to the State Board of Education regulation.

B. **Religious observances.** Students, upon written request of their parents, will be granted an excused absence to observe a religious holiday or to participate in off-campus religious instruction or worship/devotional exercises.¹

1. A student shall not be excused to participate in off-campus religious instruction or worship/devotional exercises for more than two (2) hours of an instructional day.
2. It shall be the duty of the students, with the support of their parents, to make-up any work missed.

C. **Educational opportunity.** A student may be granted an excused absence to take advantage of a valid educational opportunity such as travel, an internship or a legislative page. To be approved, the student or the student's parent must submit a written statement explaining how the experience will enhance the student's knowledge or understanding of one or more subjects contained in the North Carolina Standard Course of Study. In addition, the student must agree to write a paper or produce some other work product that evidences the knowledge he/she has gained from the educational experience.

D. Exam Exemptions.

1. To promote exemplary attendance, conduct, and punctuality, students may be exempt from taking exams in certain courses. Exempt students will not be counted absent on Exam day. No students may be exempt from taking final exams in courses requiring North Carolina End-of-Course tests, NC Common Exams or NC CTE EOCs. Students in grades 9-12 may be exempt from the final exam in a course, provided one of the following criteria is met:

- a) The student maintains an “A” average and accumulates no more than 4 excused absences per semester;
- b) The student maintains a “B” average and accumulates no more than 3 excused absences per semester;
- c) The student maintains a “C” average and accumulates no more than 2 excused absences per semester;

2. Students whose behavior results in out-of-school suspension will automatically lose exam exemption privileges for the semester in which the suspension occurs.

3. Students who are assigned to in-school suspension more than once during a school semester will lose exam exemption privileges for the semester in which the suspension occurs.

4. Students who accumulate five tardies in one class during a semester will lose exam exemption privileges for that class.

5. Students are encouraged to take all exams, regardless of their exam exemption status. Students who meet exam exemption criteria may choose to take the exam in that course.

If a student chooses to take the exam, the exam grade will be counted as 25% of the semester grade only if it improves the student’s grade. A student’s grade cannot be lowered because he/she chooses to take an exam if exemption is granted and not taken.

E. Pre-arranged absences. Upon the request of a parent, guardian or custodian, preferably made in writing and in a reasonable period of time in advance of the absence, the Principal may excuse a student’s absence for a good and substantial cause in addition to those listed in “A” above, with one exception: secondary school students may not be granted “prearranged absences for any cause other than those listed in “A” above during the last ten days of the school year.”

F. Unlawful and unexcused absences. In accordance with the compulsory Attendance Law and the Attendance Regulations adopted by the State Board of Education, an unlawful absence (sometimes referred to as unexcused absence) is defined as “a child’s willful absence from school without the knowledge of the parent, or a child’s absence from school without cause with the knowledge of the parent.” The term “unlawful absence” applies only to the Compulsory Attendance Law.

Unexcused Tardiness and Early Departures

A. Definitions.

1. **Tardiness** is defined as arriving to class or school after the scheduled time for class or school to begin. A tardy is considered “unexcused” unless there is a valid reason for being late. Valid reasons for being late include, but are not limited to, the reasons for an excused absence as defined above as well as circumstances beyond the control of the student such as when a teacher or staff member detains a student. Disciplinary actions resulting from tardies can be found in the Student/Parent Handbook.
2. **Unexcused early departure** is defined as the removal of a student from school prior to the end of the instructional day without a valid reason for an excused absence as defined above.

B. When tardiness or early departure is considered an absence.

1. High School: If a student misses more than one hour which is approximately sixty seven percent (67%) of a class period at the secondary level, the student will be considered absent from class.
2. If a student misses more than fifty percent (50%) of a school day, the student will be considered absent from school..

Attendance Requirement for Receiving Credit

1. In order to receive credit for a course or program of study, a student must attain a passing average and attend a minimum of ninety percent (90%) of scheduled class sessions. This accounts to no more than 18 absences in K-8 and no more than 9 absences in High School.
2. All absences will be counted in computing the ninety percent (90%) attendance requirement.
3. Individual schools, K – 12, may establish student academic recovery session due to absences.
4. Students who fail to meet the attendance requirement in a course or program of study and elect not to attend make-up sessions will receive no credit. If a student has a failing average regardless of the attendance requirement, then the actual grade will be recorded. If a student fails to meet the attendance requirement, but otherwise has a passing average, then a grade of "FF", (no credit), will be recorded.

Right to Appeal Denial of Course Credit

A. Students, who have accumulated excessive absences, may appeal to the student assistance team or attendance committee for a finding of extenuating circumstances (e.g. illness or hospitalization). It is the responsibility of students/parents to file an appeal according to the procedures of the school's attendance waiver plan.

2. Each school's Student Assistance Team (or separate Attendance Committee) will review the academic and attendance records of any student who appeals and who otherwise has a passing average but who receives "no credit" based on failure to meet the attendance requirement.

3. The review panel will take into consideration all factors that may be relevant to each student's situation, including but not limited to, the reasons for the student's absences, quantity and quality of make-up work, exam grades, standardized tests, and teachers' statements.

4. In high school, each teacher who awards a grade of "FF"(no credit) will forward to the review panel a statement explaining the reasons for the student's passing average.

5. After considering each case, the review panel will make a recommendation to the principal to award credit, not to award credit, or to require the student to follow an established make-up plan to receive credit.

6. The principal will review the recommendation of panel and the basis for its recommendation and make a decision to award credit, not award credit, or to require students to follow an established make-up plan to receive credit. If denial of credit would result in non-promotion, the principal should also consider all factors involved in placement decisions as outlined in the board's "Promotion and Retention of Students" policy.

7. If the principal decides to award credit for a course, then the student's actual passing average will be recorded as the final grade.

8. The superintendent will develop such other procedures as may be appropriate for the conduct of the school-level review process.

Excessive Absences

1. Three unexcused days, First Notice, Compulsory Attendance Law.

When a student accumulates three (3) unexcused absences in a school year, the parent or guardian must be notified. Three-day notification is mandatory but does not have to be written. The Principal may elect to give notification by phone. **When there is no phone, the Principal's designee may use or the teacher may send a note.** In all cases, documentation of the notification must be dated and kept in a centralized master file, which is available to the social worker upon request.

2. Six Unexcused Days, Second Notice, Compulsory Attendance Law.

When a student accumulates six (6) unexcused absences in a school year, the parent or legal guardian must be notified through the U.S. mail by the Principal per se (a signature stamp may be used). Notification must include the warning that the parent or guardian may be in violation of the Compulsory Attendance Law. The Data Manager will print the letters. The copy of the 6-day letter will serve as a referral to the social worker for monitoring and interventions via the School's Truancy Google Document. For high school this letter serves as the warning of course denial and request of physician's statement. *(See Appendix B-1 (a) and (b) – Notice of 6 Unexcused Absences)*

3. Ten Unexcused Days, Third Notice, Compulsory Attendance Law.

If a student between the ages of five (5) and sixteen (16) accumulates ten (10) unexcused absences in a school year, the Principal notify the parent or guardian through the U.S. mail of the absences and their liability under the Compulsory Attendance Law and ask the parent to come in for a conference. The data manager will ensure the information is up to date on the School's Truancy Google Document. The Social Worker may make a parent contact at this point to provide options for intervention. For high schools this serves as the notice of course denial. *(See Appendix B-2 (a) and (b) – Notice of 10 Unexcused Absences)*

4. Elementary/Middle Fourteen Day Notice and Action, Compulsory Attendance Law.

If a student between the ages of five (5) and sixteen (16) accumulates fourteen (14) unexcused absences in a school year, the Principal notify the parent or guardian through the U.S. mail of the absences and their liability under the Compulsory Attendance Law and notify the parent/guardian that they may be prosecuted. The data manager will update the information is up to date on the School's Truancy Google Document. The School Social Worker will make a parent contact. For Elementary and Middle students this serves as the warning of retention. *(See Appendix B-3 – Notice of 14 Unexcused Absences)*

5. Elementary/Middle Eighteen Day Notice and Retention Action, Compulsory Attendance.

If a student between the ages of five (5) and sixteen (16) accumulates eighteen (18) unexcused absences in a school year, the Principal notify the parent or guardian through the U.S. mail of the absences and their liability under the Compulsory Attendance Law and ensure the information is up to date on the School's Truancy Google Document. The School Social Worker will make a parent contact. For Elementary and Middle students this serves as the retention notice. *(See Appendix B-4 – Notice of 18 Unexcused Absences)*

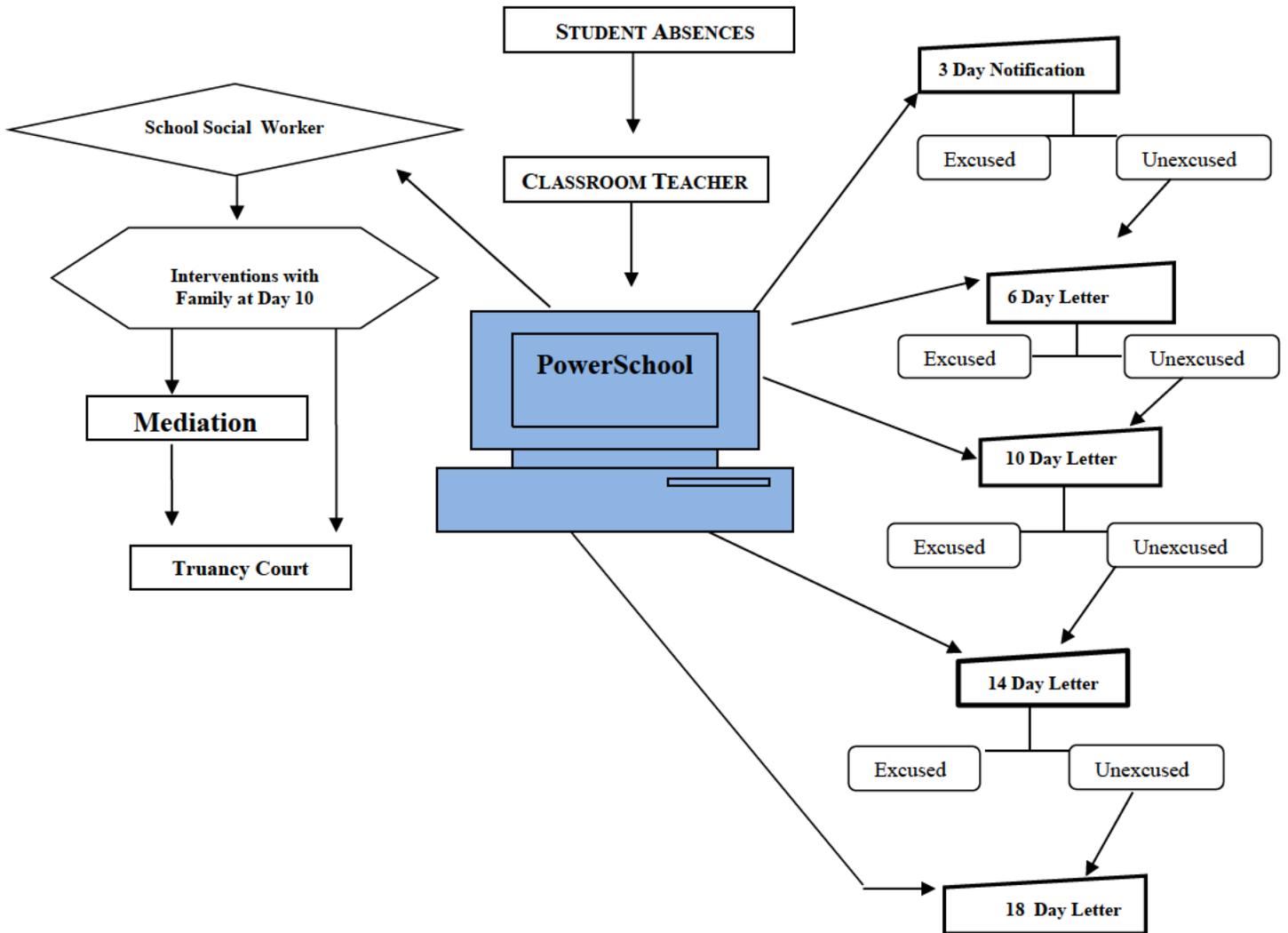
Make-up Work

1. A key element in any effective attendance policy is the provision for make-up work during and/or following an absent period. Make-up work should be assigned when a student is absent, regardless of the reason for the absence. Make-up work may be specific material missed by the student or it may be of a reinforcement or enrichment nature. The student/parent is responsible for requesting the make-up assignments.
2. The Principal should establish a procedure for the collection of assignments or make-up work from teachers as requested by the parents or students. To the extent possible, assignments and/or make-up work may be communicated electronically via voice mail, e-mail or the internet.
3. If a student is expected to be confined to his or her home and/or a hospital for a period of three weeks or more due to an injury, illness or other disability, the student's parent, guardian or custodian should be referred to a social worker as soon as possible to obtain the services of a "homebound teacher."
4. Students placed under suspension by the Principal will be responsible for work missed during such suspension. Students who are suspended for ten (10) days or less shall be permitted to make up exams and other required course work missed while under suspension from school. Responsibility for completing make-up work rests with the students. Make-up work does not have to be the same as the work that was missed.

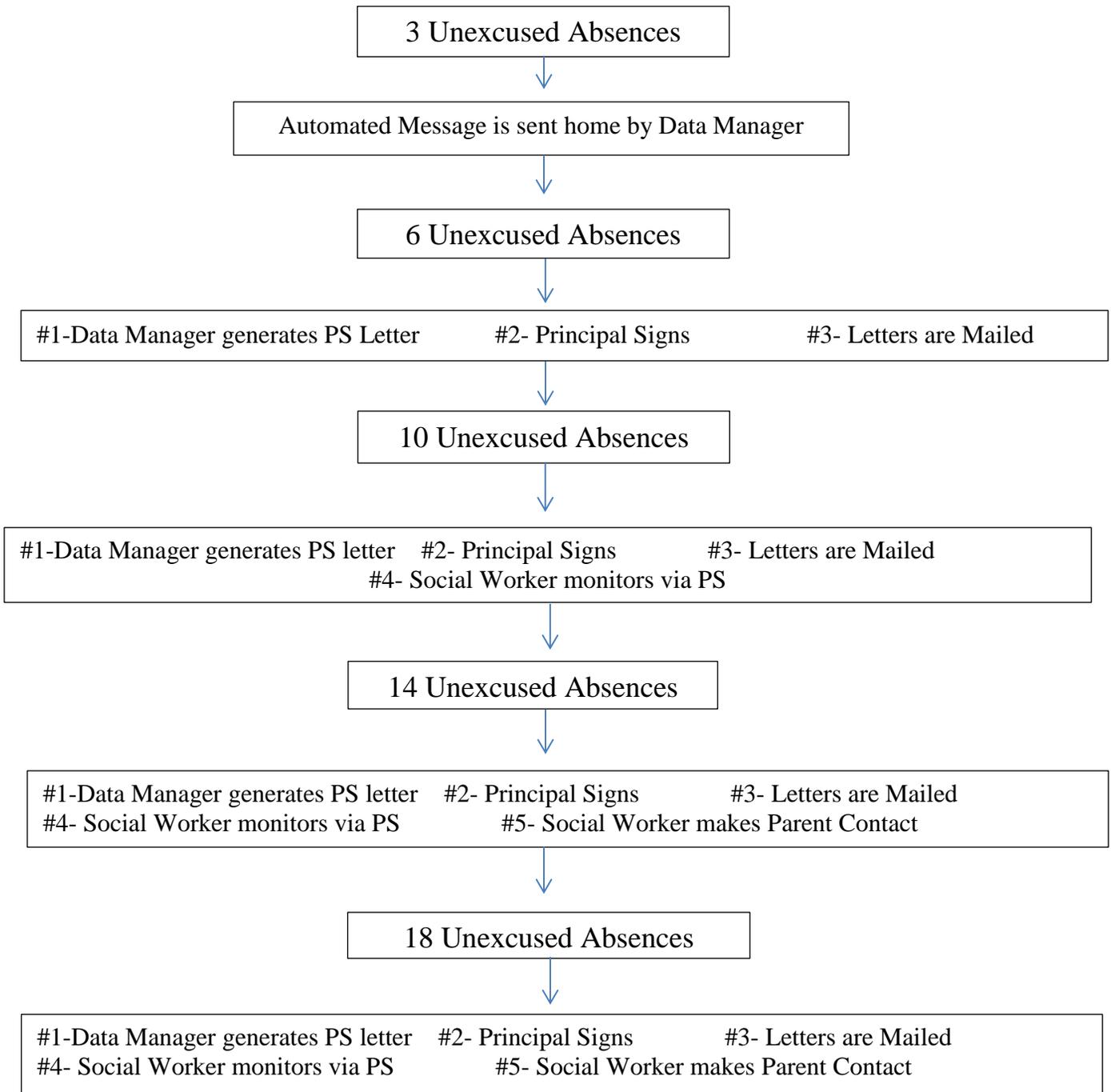
Truancy Court

The Principal may determine that appropriate notification has been provided if there is documentation of some form of 3-day notification and copies of the 6 and 10-day letters signed by the Principal and mailed to the address provided by the parent or guardian. Any "undeliverable" correspondence returned to the school should be placed in the centralized master file to be used as evidence of the school's efforts. If the Principal determines that the parent or guardian *has not* been given appropriate letter notification, that the school does not have documentation of notification, or that the number of days between the 6 and 10 notification letters is not appropriate, the letter process should start immediately at the point of omission and proceed from there. Corrections from parents shall be integrated in the count of unexcused absences.

Attendance Procedures Flowchart



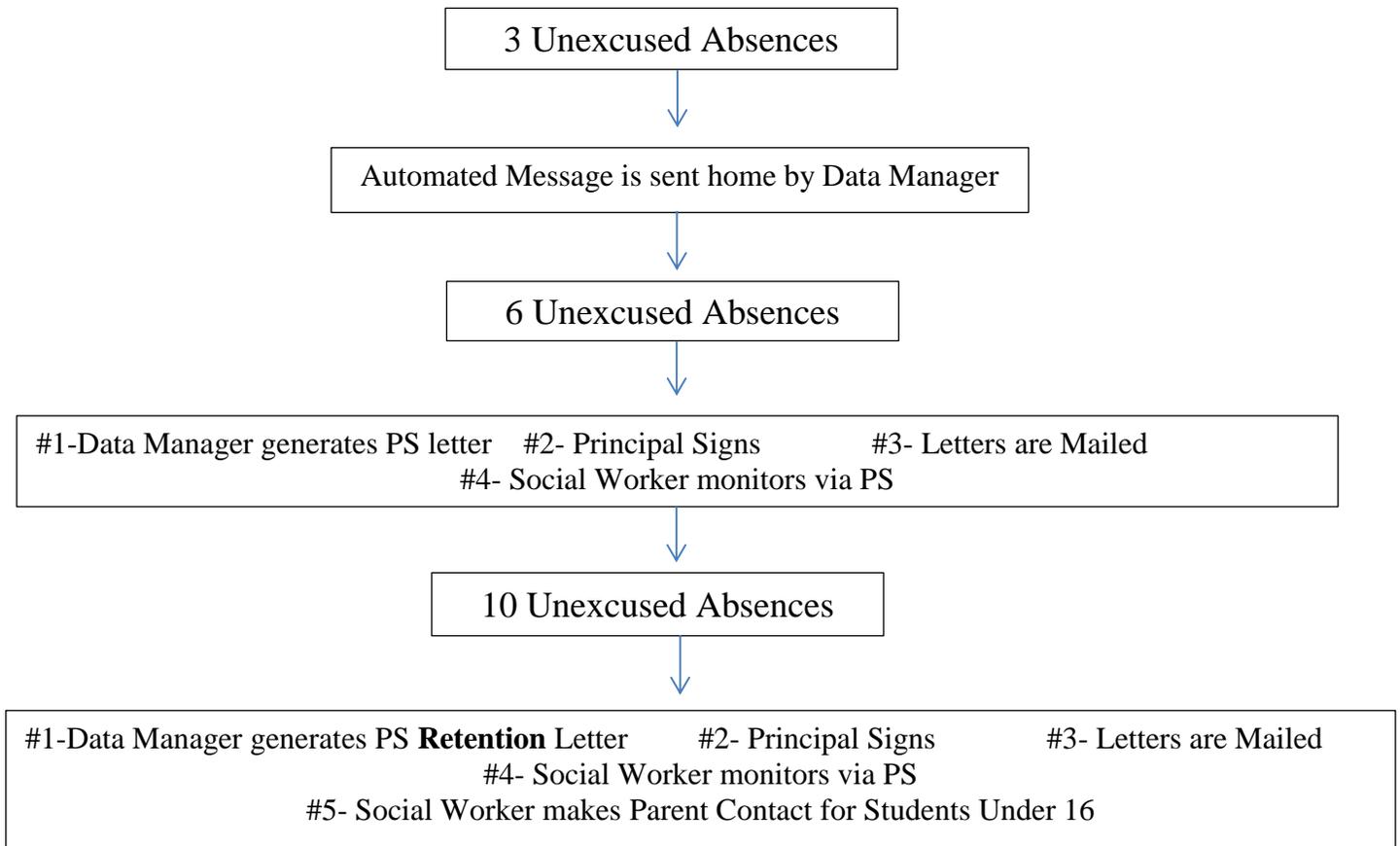
Elementary & Middle Truancy Flow Chart



***This process should be completed every other week on a continuous basis.**

***Social Workers will monitored unexcused absences after 17 have been accumulated.**

Yadkin County Schools High School Truancy Flow Chart



***This process should be completed every other week on a continuous basis.**

***The school social worker will track absences of students under the age of 16 once they have accumulated more than 14 absences in a semester.**

Letter Entitled: 6-Day Notification Letter (Elementary and Middle)

Date

Parent's Name
Street Address
City, State

Regarding: (student's name)

Dear Parent/Guardian,

I hope that your child is having a successful school year. Regular school attendance is essential to the educational achievement of your child. When a student misses all or part of the day, (s)he misses valuable instruction time. Our records indicate that your child has accumulated at least **SIX (6) unexcused** absences. I have enclosed a copy of your child's attendance summary.

North Carolina Compulsory Attendance Law requires that I notify you of all unexcused absences and that I give you an opportunity to provide an explanation for the absences. When a child accumulates **TEN (10) unexcused** absences, (s)he is in violation of the North Carolina Compulsory Attendance Law. For more information regarding the Yadkin County Schools Attendance Policy, please refer to the *Student and Parent Handbook*.

Let's work together to resolve any issues that may interfere with your child's attendance before bad habits develop and achievement suffers. Together we can support your student's daily school attendance and academic success. For current up to date attendance you may log into your PowerSchool Parent Portal account at any time.

Please call the school if you have any clarification to provide or concerns I can address.

Sincerely,

Principal

cc: School Social Worker

Letter Entitled: 6-Day Notification and Request for Physician’s Statement (High Schools)

Date

Parent's Name
Street Address
City, State

Regarding: (student’s name)

Dear Parent/Guardian,

I hope that your child is having a successful school year. Regular school attendance is essential to the educational achievement of your child. When a student misses all or part of the day, (s)he misses valuable instruction time. Our records indicate that your child has accumulated at least **SIX (6) unexcused** absences in one or more of his/her classes.

In an effort to help your child succeed in school, please provide a statement from your **child’s physician** verifying illness or injury in order to excuse any future absences for the remainder of the school year. We have enclosed a copy of child’s attendance summary.

When a high school student accumulates **NINE (9) unexcused** absences they will not be awarded credit for the course per Yadkin County Schools Board Policy. You are allowed to appeal the denial of credit through the School Attendance Committee. For more information regarding the Yadkin County Schools Attendance Policy, please refer to the *Student and Parent Handbook*.

North Carolina Compulsory Attendance Law, G.S. 115C-378, states every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time for which the public school to which the student is assigned is in session.

When a child accumulates **TEN (10) unexcused** absences, (s)he is in violation of the North Carolina Compulsory Attendance Law; parents and/or students **could** be prosecuted.

Let’s work together to resolve any issues that may interfere with your child’s attendance before bad habits develop and achievement suffers. A school social worker is assigned to our school to work with families and to make referrals to community agencies if needed. Together we can support your student’s daily school attendance and academic success.

Please call the school to schedule a conference.

Sincerely,

Principal

Letter Entitled: 10-Day Notification and Request for Physician's Statement (Elementary & Middle)

Date

Parent's Name
Street Address
City, State

Regarding: (student's name)

Dear Parent,

When a student misses all or part of the day, (s)he misses valuable instruction time. Our records indicate that your child has accumulated at least **TEN (10) *unexcused*** absences. In an effort to help him/her succeed in school, please provide a statement from your **child's physician** verifying illness or injury in order to excuse any future absences for the remainder of the school year.

I have enclosed a copy of child's attendance summary. I am concerned that the absences have become excessive and are negatively impacting, or will impact, your child's academic performance. You may log into your Powerschool Parent Portal at any time to view current attendance for your child.

You and your child are currently in violation of North Carolina's Compulsory Attendance Law (NC G.S. 115C-381). This law requires that I provide notice to you that you **may** be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education.

Based on Yadkin County Board of Education policy, if your child accumulates more than **EIGHTEEN (18) *unexcused*** absences, (s)he will face retention. This policy may be found online in the *Student and Parent Handbook*.

Please contact me to discuss this matter. Together we can support your child's daily school attendance and academic success.

Sincerely,

Principal

cc: School Social Worker

Letter Entitled: 10 Day Notification and Course Denial (High School)

Date

Parent's Name

Street Address

Regarding: (student's name)

Dear Parent,

Yadkin County Schools attendance policy requires that I notify you that your child has accumulated *more than* **NINE (9) unexcused** absences and will not be given credit for one or more of their courses. The attendance policy provides an appeals procedure. The appeal must be initiated by the parent/guardian. The appeals process is as follows:

Review Process:

1. It is the responsibility of student/parents to file an appeal according to the procedures.
2. Each school's Attendance Committee will review the academic and attendance records of any student who appeals and who otherwise has a passing average but who receives "no credit" based on failure to meet the attendance requirement.
3. The review panel will take into consideration all factors that may be relevant to each student's situation, including but not limited to, the reasons for the student's absences, quantity and quality of make-up work, exam grades, standardized tests, and teachers' statements.
4. The review panel will make a recommendation to the principal to award credit, not to award credit, or to require the student to follow an established make-up plan to receive credit.
5. The principal will review the recommendation of the review panel make a decision to award credit, not award credit, or to require students to follow an established make-up plan to receive credit.
6. If the principal decides to award credit for a course, then the student's actual passing average will be recorded as the final grade.

North Carolina Compulsory Attendance Law, G.S. 115C-381, states every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. This law (NC G.S. 115C-381) also requires that I confer with your child and you, if possible, to determine whether you have received notification pursuant to this section and made a good faith effort to comply with the law. Please contact me to discuss this matter. Together we can support your child's daily school attendance and academic success.

Sincerely,

Principal

cc: School Social Worker

Letter Entitled: 14-Day Notification and Warning of Retention (Elementary & Middle)

Date

Parent Name

Address

Regarding: (Student's Name)

Our records indicate that your child has accumulated at least **FOURTEEN (14) unexcused** absences. I am concerned that the absences have become excessive and are impairing academic performance. I have enclosed a copy of your child's attendance summary.

Because your child has accumulated **TEN (10) unexcused** absences or more, (s)he is in violation of the North Carolina Compulsory Attendance Law (NC G.S. 115C-381). This law requires that I notify and you *may* be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education. This law (NC G.S. 115C-381) also requires that I confer with your child and you, if possible, to determine whether you have received notification of the law and made a good faith effort to comply with the law.

Based on Yadkin County Board of Education policy, if your child accumulates more than **EIGHTEEN (18) unexcused** absences they will face retention. You can find out more information about this policy in your *Parent and Student Handbook*.

Please contact me to discuss this matter. Together we can support your child's daily school attendance and academic success.

Sincerely,

Principal

cc: School Social Worker

Letter Entitled: 18-Day Retention Notification Letter (Elementary)

Date:
Parent Name
Address

Re: (Student's Name)

Yadkin County Schools' Attendance Policy requires that I notify you that your child has accumulated more than **EIGHTEEN (18) unexcused** absences and will face retention. The attendance policy provides an appeals procedure. The appeal must be initiated by the parent/guardian. The appeals process is as follows:

Review Process:

1. It is the responsibility of student/parent to file an appeal according to Yadkin County Schools' procedures.
2. Each school's Attendance Committee will review the academic and attendance records of any student who appeals and who otherwise has a passing average but who receives "no credit" based on failure to meet the attendance requirement.
3. The review panel will take into consideration all factors that may be relevant to each student's situation including, but not limited to, the reasons for the student's absences, quantity and quality of make-up work, exam grades, standardized tests and teachers' statements.
4. The review panel will make a recommendation to the principal to award credit, not to award credit, or to require the student to follow an established make-up plan to receive credit.
5. The principal will review the recommendation of the review panel and make a decision to award credit, not award credit, or to require the student to follow an established make-up plan to receive credit.
6. If the principal decides to award credit for a course, then the student's actual passing average will be recorded as the final grade.
7. The superintendent will develop such other procedures as may be appropriate for conducting the school-level review process.

North Carolina Compulsory Attendance Law, G.S. 115C-381, states every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. It prohibits any person from encouraging, enticing, or counseling the child to be unlawfully absent from school. The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy.

This law (NC G.S. 115C-381) also requires that I confer with your child and you, if possible, to determine whether you have received notification pursuant to this section and made a good faith effort to comply with the law. Please contact me to discuss this matter. Together we can support your child's daily school attendance and academic success.

Sincerely,

Principal

cc: School Social Worker

