




Student is absent from school. Absence is considered unlawful until the school receives a valid excuse note.




If 3 calendar days pass after the absence with no valid excuse note, the absence is permanently considered unlawful. Valid reasons for excused absences include illness of the student, a death in the family, a religious observance, or a documented court appearance.




School District personnel are required to report cases of habitual truancy. After **3 unlawful** absences, a written notice is sent home. After **6 unlawful** absences, a student is classified as *habitually truant*, and a parent meeting is held to develop an attendance improvement plan.



If a student is absent **10** consecutive days the School District must drop the student from active membership roll unless a valid excuse is provided.



Up to **8** absences during a school year may be excused with a parent note. When a student reaches 8 absences a parent meeting is held. All absences beyond the 8-day limit require a note from a physician. A doctor's note is also required after **3 consecutive** absences.



After 5 consecutive absences, a meeting is held to reinstate the student once medical documentation is provided. A plan is developed for the student to make up missed work in a timely manner.