

## Compulsory Attendance:

Every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years shall attend public school for a minimum amount of hours each school year.

### Truancy:

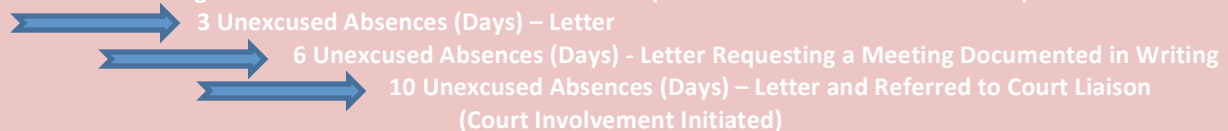
A child is considered habitually truant if they have four unexcused absences (days) from public school in any one month or ten unexcused absences (days) from public school during any school year. Unexcused absences are cumulative. Once a student is declared habitually truant, the Truancy Program Coordinator is notified, and judicial proceedings may be initiated.

### Excused Absences:

School building principals or their designee have discretion to grant excused absences with substantiated reason. Situations such as, a student who is temporarily ill or injured, extended absences due to a physical, mental, or emotional disability, or a student pursuing a work-study program under the supervision of the school are exclusions from compulsory attendance, and if approved by the building principal or designee, shall be excused. Additional reasons for absences will be considered at the discretion of the principal or designee and may require documentation, such as a doctor's note.

### Notification for Unexcused Absences:

The Following Letters will be Generated and Mailed: (Cumulative Unexcused Absences)



### Intervention:

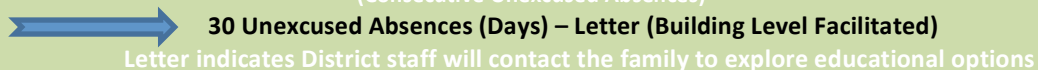
Includes Involvement of District-Level Prevention/Intervention and School Level Attendance Team

## Tardies:

While board policy states that every three tardies is equal to a half day of unexcused absence, tardies will not be part of the formula that generates an unexcused absence letter leading to judicial proceedings.

## Student Withdrawal from School/Dropouts:

(Consecutive Unexcused Absences)



Student is identified as a "DROPOUT" if he or she has 6 weeks of absences  
(30 days Consecutive Unexcused Absences)

6 Weeks/30 Consecutive Days of Unexcused Absences

Student is identified and Coded as a DROPOUT – (Building Level Facilitated)  
[Code – Back Date from Last Day of Attendance]

\*Schools may not withdraw a student unless they have 30 Consecutive Unexcused Absences

### Intervention:

Triggers Involvement of District Level Attendance Liaisons  
Attendance Liaisons Contact and Monitor District Dropout List