

10 Consecutive Unexcused Absences Response

If a student accumulates 10 consecutive unexcused full day absences and neither the student nor the parent has made contact, the school admin shall make a documented good faith effort as explained below before withdrawing the student.

Important notes:

- School administration may excuse absences so long as the administrator has reason to believe the absence is excusable
- Any Special Education student may not be unenrolled without approval from the District Special Education Director
- All efforts to contact families through phone, letter, or home visit must be documented in Powerschool

@ 5
Consecutive
Full-day
Unexcused
Absences

Start and document good faith effort and follow the tiered response to truancy and absenteeism

- Notice #1 Attendance Concern

@ 10
Consecutive
Full-day
Unexcused
Absences

Instead of attendance class, reach out by doing multiple things that could include:

- Notice #2 10 Consecutive Day Notice (which should include compulsory education or truancy violation)
- Phone call, text, email
- Home visit

@ 15
Consecutive
Full-day
Unexcused
Absences

School shall withdraw student and notify parent with Notice #3 Parent Notification (sent certified). Be sure to include:

- Dates of student absences
- School's attempts to contact the parents
- Explanation of school's legal obligation to withdraw

Note: the school needs to email a copy of this letter to the District Student and Family Services

10 consecutive unexcused absences response for online programs

Online programs must follow these same guidelines. Students must log in or make contact with the instructor at least once every ten school days until the course is completed. A student who fails to do so will be withdrawn from the course.

