

Attendance Update- 2014-2015 Revision to the Student Handbook

New forms are required to cover all areas of attendance

- Late forms (after 10 min.) (Late slips remain the same)
- Leaving Early forms
- Doctor forms
- Absentee forms
- Vacation forms.

1. All absentee forms are due upon return to school.
2. Late slips, given to those students under 10 min, are due the next day.
3. Late forms are filled out at the time of arrival.
4. Doctors' forms are due upon return to school and must be filled out by the doctor's office.
5. Vacation forms are turned in two weeks ahead of time.

- **Students who have missed 10 days of school or more may be reported to the school district in which they reside. Exception to this: Approved vacations, or 3days absent due to death in a family will not be counted in the total absences accumulated. Students with medical documentation for absences may be referred to the school district to determine if assistance is needed to assist the child and family in anyway.**
- **Students, who have missed 20 days or more, may be required to make up instructional time outside of the school day.**
- **Students who have acquired 2hrs or more in lateness may be required to make this lost instruction time up at another time outside of the regular school day of 8:00 AM – 2:50 PM.**
- **Absentee and Medical forms not returned after 3 days will result in an unexcused absence. Students may only acquire 3 unexcused absences, After 3 unexcused absences, the school district in which you reside is contacted for truancy.**