

EIS ATTENDANCE PROCEDURES

Why should my child attend school?

1. Prepare for a successful future.
2. Feel better about self.
3. Socialization skills.
4. It's the law!

What are some things I can do to help improve my child's attendance?

1. Be encouraging and positive!
2. Stress the importance of school.
3. Explain why it is important to attend school on time.
4. Wake student allowing for ample time to dress and be ready for the day.
5. Send to school with a smile!
6. Ask about your child's day.
7. Review your child's agenda.
8. Read over school papers that your child brings home. Praise the good!
9. Look over homework.
10. Establish a bed-time routine – lay out clothes the night before; set a time for bed with lights out and no electronics.

What is a tardy?

A tardy is defined as missing less than 35% of the school day. Anytime a student checks in late, checks out early, or leaves and then returns from an appointment during the school day, a tardy is recorded by the computer program. Whether a tardy is excused or unexcused is determined by the reason listed on the Check In/Check Out sheet and any documentation received.

What are some examples of Excused Absences/Tardies?

1. Student illness.
2. Family emergency.
3. Death or severe illness of family member.
4. Court appearance.
5. Please refer to *Board Policy 09.123: Absence and Excuses* for more information.

IMPORTANT - After the 6th absence – whether previous absences have been excused or unexcused – all subsequent absences for a student will be unexcused unless the student presents a doctor's note and/or appropriate legal documentation.

What are some examples of Unexcused Absences/Tardies?

1. Missing bus or ride.
2. Oversleeping.
3. Running late.
4. Out-of-town.
5. Truancy (like not wanting to come to school, skipping school, no valid reason to miss school, etc.).
6. Please refer to *Board Policy 09.123: Absence and Excuses* for more information.

What should I do when it is necessary for my child to be absent from school?

1. Call the school.
2. Follow-up with a written note, doctor/medical note, or other documentation.
3. If there are extenuating circumstances, please communicate with the principal and/or Assistant Superintendent for Student Services and Support.

What are the school/district procedures regarding attendance?

1. Students are considered Unexcused until written communication is received regarding the absence.
2. When a child is absent and the parent has not called the school, the school will contact the parent. Parent needs to follow-up with documentation.
3. After 3 unexcused absences, the school will send a letter. (Letters are run each week.)
4. After 6 unexcused absences, the Central Office will send a Final Notice. (Letters are run each week.)
5. After 7 unexcused absences, the DPP may refer the student to TDP (Truancy Diversion), CDW (Court Designated Worker), and/or the FAIR (Family Accountability, Intervention And Response) Team. If attendance does not improve, court proceedings may be initiated.