



# Attendance Guidelines

## *What You Need To Know*



**Chronically Absent:** Any student in grades K-12 who misses **50% or more** of the instructional day for any reason for **10 % (or more)** of the enrollment period.

All absences whether excused or not (including suspensions) contributes to chronic absenteeism.

**Truancy:** A student between the **ages of 6-17** who has obtained **unexcused absences on 3 full days in a row or 5 full days total or more unexcused absences** during the school year.

Excused absences and suspensions do not count towards truancy.

### **Excused (Lawful) Absences**

A student who is absent from school/or missed a full day of virtual instruction **must present a parent note to the attendance office within 48 hours of the student's return to school. No more than 10 parent notes** can be accepted for an excused lawful absence during any school year.

### **Acceptable Parent Notes**

- Cases of extended or chronic illness (For each day absent a note will be counted. For example: if on the single parent note, 4 dates are written, that counts as 4 parent notes- one for each day missed).
- Recognized Religious Holidays

### **Other Lawful Absences**

- Doctor's or Dental Appointments (accepted anytime during the current school year, however, it is best to turn them in as soon as possible)
- Serious illness or death of student's family member- limited to 3 days if locally and 5 days if out of town; unless approved by the principal. Family includes spouses, children, parents, brother, sister, grandparents, grandchildren, uncle, aunt, cousin, nephew, niece, and any relative who lives in the student's home or for whom that parent has legitimate responsibility.
- School related activities- field trips
- Short-Term Suspensions from school.

### **Attendance Intervention Plan**

If a student has 3 full days of unexcused absences in a row or 5 or more full days overall of unexcused absences.

The parent will receive a certified letter in the mail notifying them that an **Attendance Intervention Plan Conference is needed**, and to contact the School Social Worker to schedule a date and time for the meeting.

Questions? If your child is having problems with their attendance, contact your School Social Worker at (803)-695-3026 or email [joy.manuel@richlandone.org](mailto:joy.manuel@richlandone.org)

*Let Your Attendance Shine Bright Like the Diamond You Are!*