

**STUDENT ATTENDANCE AND ABSENCES
ADMINISTRATIVE NOTICE AND CONFERENCE PROCEDURES**

In all instances of absence from school, either for excused absences or unexcused absences, excessive numbers of absences result in specific consequences which may adversely impact a student's education. As a result, each building principal shall designate the school secretary or attendance clerk to monitor all student absences, excused or unexcused, and tardiness on a weekly basis. In monitoring student absences, the attendance officer and other school personnel will review various factors to determine if a student's education is being adversely impacted. Such factors include, but are not limited to: reasons given for excused absences, frequency of excused absences, academic performance or changes in academic performance, and the rate of accumulated absences compared to the number of classroom days remaining in the school year. Documentation regarding the student's performance and absences may be reviewed and discussed with the attendance officer, the school counselor and / or classroom teachers as necessary to determine potential intervention measures to prevent further absences. When cumulative absences exceed certain numbers of days of school, notices to the parent or legal guardian or conferences with the parent or legal guardian may be requested or required as necessary, as identified below.

A. Elementary School Student

When an elementary school student has acquired during any semester:

5 absences: A letter may be sent to the parent or legal guardian identifying the student's absences as potentially excessive, and a referral may be made to the Achievement Monitoring Process (AMP) Team.

The school may request that the school counselor and/or school resource officer conduct a home visit with the parent or legal guardian and student to discuss improving attendance.

10 absences: A letter may be sent to the parent/guardian to provide notice of the number of absences. This letter (along with an accompanying telephone call, if possible) may request that the parent or legal guardian attend a conference at the school with the student, building principal, school counselor, and teacher(s) to discuss the importance of regular school attendance and intervention measures.

Depending upon the circumstances, there may be a referral to the County Attorney-Truancy Program and a recommendation for consideration to retain the student in his or her current grade.

A maximum of 10 excused absences shall be allowed per attendance period in any one semester. Each absence beyond the 10 excused absences per semester will be unexcused. Exceptions are only authorized upon certification from a medical authority stating specific days to be excused from school or a verified family emergency.

B. Secondary School Student

When a secondary school student has acquired during any semester:

5 absences*: A letter may be sent to the parent or legal guardian identifying the student's absences as excessive, and a referral may be made to the Achievement Monitoring Process (AMP) Team program.

10 absences*: A letter may be sent to the parent or legal guardian indicating the student's absences have continued. This letter (along with an accompanying telephone call, if possible) may request the parent or legal guardian attend a conference at the school with the student, administrator, counselor, and teacher(s).

Depending upon the circumstances, there may be a referral to the County Attorney-Truancy Program if the student is between the ages of 7-16.

*Five/ten full days or five/ten times the number of periods in the student's schedule (excluding seminary and work/study).

A maximum of 10 excused absences shall be allowed per class period in any one semester. Each absence beyond the 10 excused absences per semester will be unexcused. Exceptions are only authorized upon certification from a medical authority stating specific days to be excused from school or a verified family emergency.

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School District #1, Sweetwater County, Wyoming