

Attendance changes

Effective 2015-16 School Year

Definition of NC -

If a student has an NC, then they are not receiving credit for a class because of an attendance issue. An NC grade is recorded when students have an unexcused absence (X), more than 3 tardies in one class for the term (T), or a truancy (Y). All attendance issues must be cleared in order for students to receive credit. Please see an administrator for any questions regarding attendance issues.

- ❑ Per district policy, parents have **10 days** to excuse absences for their students.
 - ❑ Parents can send a note with their student to excuse absences within the 10 day time period, or parents can call or email the attendance office within the 10 day time period to excuse absences.
 - ❑ Absences not excused by a parent within the 10 day time period will require a meeting with an administrator to resolve the attendance issues.

- ❑ Attendance make-up should be done with the teacher where the NC grade is recorded. Attendance may also be made up in attendance school.
 - ❑ Teachers will have set times before or after school for students to come in to get help and make up attendance. 1 hour spent with a teacher makes up 1 unexcused absence or 2 tardies.
 - ❑ Attendance school will be held before and after school on Tuesday, Wednesday and Thursday. Before school sessions are free. After school session will be \$5 per session (hour).
 - ❑ Absence = 1 hour, Tardy = ½ hour, Truancy = 2 hours

- ❑ Attendance office contacts
 - ❑ Phone: 801-610-8817
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