

SCHOOL PROCEDURES

1. All **elementary, middle and high school** students who are absent will be marked “unexcused” “U” until the parent/guardian notifies the school in writing and justifies the absence. If the school staff has **specific or prior knowledge**, then the student may be marked “P”, “R”, “O”, “E”, or “S”.
2. It is the responsibility of the parent/guardian to notify and justify the absence of their student. Parents/guardians are encouraged to notify the school during a student’s absence and to request assignments if the absence is anticipated to be two or more days. Upon the student’s return the parent/guardian must provide **written** justification for their student’s absence. Failure to do so within **three** school days will cause the absence to be recorded as “unexcused.”
3. Upon each absence the school shall contact the home via automated system on a daily basis. Also, the parent portal allows parents/guardians home access to attendance data daily. School staff will refer to Tier 1 interventions.
4. After 5 unexcused absences, or absences for which the reasons are unknown, per Florida s.s. 1003.26, a letter will be generated at the school site for review by the Principal or Designee. A referral to SWST for Tier 2 interventions will be pursued. (See flow chart)
5. The SWST will determine if early patterns of truancy are developing. If the team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential interventions.
6. After 10 unexcused absences, or absences for which the reasons are unknown, and evidence of a pattern of nonattendance exists, the student’s teacher or counselor shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance. The principal (or designee) shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to SWST for Tier 2 or 3 interventions. (See flow chart)
7. The team shall be diligent in facilitating the intervention services and shall utilize Pupil Support Services staff as part of the Tier 2 and 3 process, as well as after all reasonable efforts to resolve the non-attendance behaviors are exhausted.

This chart should be available to all staff responsible for marking student attendance.

ABSENCE CODES	
CODE	DEFINITION
E	EXCUSED – Includes illness of student, documented major illness in student’s immediate family, funerals as excused by principal, and special and unique situations pre-approved by the principal. Work can be made up; an Independent Study Agreement can be used in special situations.
U	UNEXCUSED – The reason or excuse for absence is inadequate or does not meet the criteria above for an excused absence.
O	OUT-OF-SCHOOL SUSPENSION – Work can be made up.
S	IN-SCHOOL SUSPENSION
R	RELIGIOUS HOLIDAY – Religious holidays of the specific faith of the student. Work can be made up. Religious holidays are not counted as absences when calculating perfect attendance.
P	PRESENT – Encompasses field trips, extra curricular activities (such as band, orchestra, choral, sports, debate, etc.), in the clinic, administrative offices, guidance, in-school-restriction, etc. Work can be made up.
T	TARDY – Late to class or school without adequate excuse.
D	EARLY DISMISSAL – Early dismissal without adequate excuse.