**ATTENDANCE RECORD SHEET**

**STUDENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS \_\_\_\_\_\_\_\_\_\_\_**

**Attendance Guidelines**

* After 10 absences, the classroom teacher will write a message in the student’s agenda to express concern of the student’s absences and to stress the importance of regular attendance. The teacher will complete documentation of this on their classroom “Attendance Record Sheet”. This record sheet is to be kept by the classroom teacher with a copy being given to the principal. At the end of the year this record sheet will be placed in the student’s cumulative file.
* After 15 absences, the principal will make a phone call home to express concern of the student’s absence and to stress the importance of regular attendance. The principal will complete documentation of this phone call on the “Attendance Record Sheet” which was started by the classroom teacher. At the end of the year this record sheet will be placed in the student’s cumulative file. Three attempts must be made to contact parents.
* After 20 absences, the principal will call a meeting of parents, principal, teacher and student to discuss how to improve attendance. A record of this meeting will be recorded on the Attendance Record Sheet. This record sheet is to be kept by the principal. At the end of the year this record sheet will be placed in the student’s cumulative file. Parents may be asked to submit a doctor’s note for further absences due to illness.
* After 25 absences, the principal will write a letter home to the parents indicating the school’s concern about attendance. It will reference a referral to the school district and/or attendance board if 30 absences are reached. A copy of this letter will be placed in the student’s cumulative record.
* After 30 absences, the principal will contact the Superintendent of Schools giving notification of the attendance concerns. The superintendent may write a letter or make a referral to the attendance Board. A record of this request will be recorded on the Attendance Record Sheet. This record sheet is to be kept by the principal and at the end of the year this record sheet will be placed in the student’s cumulative file.
* For ECS students the first notification will be after 5 absences rather than 10. This will be a message in the student’s agenda. From there the policy will be enacted after every 5 absences just like the rest of the school. So the absence notifications for ECS are 5, 10, 15, 20 etc.

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