

## Attendance Procedures 2016-2017

1. Upon any student absence, an **automated phone call** will go to the parent/guardian the same day.
2. Upon the student's return, he or she will have **five school days to provide a note of excuse for any absence** to the school's attendance clerk. (See handbook for a list of approved absences.)
3. Upon the **third unexcused absence in a four week period or the fifth total unexcused absence**, a **Truancy Warning and Request for Conference Letter** will be mailed to the parent at the home address on record with the school, and Truancy Prevention Measures will be implemented by Campus Assistant Principal.
4. Upon the **fifth total unexcused absence**, a **Truancy Diversion Program (TDP) Letter** will be sent to the parent/guardian. In addition, an automated phone call and email will go to the parent/guardian the week prior to the scheduled TDP. During the TDP, parents and students will sign a Student Attendance Contract.
5. Following an invitation to TDP, the parent/guardian and student will meet with the campus assistant principal and any relevant staff to develop a Truancy Action Plan.
6. If a student accrues **ten unexcused absences in a six-month period**, whether the student/parent has attended TDP or not, a truancy referral may be sent to the appropriate authority, unless the student is eligible for one of the four exceptions under the law.