



Washoe County School District

Every Child, By Name And Face, To Graduation

PARENT/GUARDIAN ATTENDANCE MANUAL

Contents

What Compels Attendance in WCSD.....	Page 1
References.....	Page 2
Chronic Absenteeism.....	Page 3
Parent/Guardian Responsibilities.....	Page 4-5
Two-Level Approach to Excused Absences.....	Page 6-7
Legend of Symbols.....	Page 8
Definitions.....	Page 9-16

What Compels Attendance in WCSD

The purpose of this Attendance Manual is to provide students and parents with a comprehensive explanation of the policy. Please refer questions and suggestions for future editions of this manual to Student Accounting.

NRS 392.122 Establishes that minimum attendance is required for promotion to the next grade. The WCSD Board says that students must not be absent 10% or more of school days or they will be retained (ES/MS) or fail the course(s)(HS) no matter what the student's academic mark(s) in the grade/course may be. The entire attendance policy, WCSD Board Policy 5400, is available on the Student Accounting Department website.

A growing body of research illustrates that missing an excessive number of school days, regardless of reason, can place a child at risk of falling behind his or her peers academically. Additionally, some students may exhibit patterns of absence that foretell future attendance and academic problems. A report by John Hopkins University (Balfanz and Byrnes, 2012) highlights the association of chronic absenteeism (i.e., missing 10 percent or greater of the total number of days enrolled in the school year for any reason) to student academic achievement and high school graduation.

Chronic absenteeism is also emerging as an early indicator of future academic difficulty. Children who are chronically absent in both kindergarten and first grade are much less likely to read proficiently by the end of third grade (Attendance Works, 2011). If chronic early absence is not addressed at the elementary level, then it may worsen in the higher grades (Chang and Romero, 2008). By sixth grade, chronic absence is a key early indicator of dropout from high school (Baltimore Education Research Consortium, 2011). By ninth grade, attendance may be a better indicator of dropout than eighth-grade test scores (Allensworth and Easton, 2007).

To reduce the number of students qualifying as chronically absent, the definition of excused absences is much stricter after a student's eighth (ES/MS) or Trigger Number (HS) absence (the halfway point to the chronic absenteeism standard). It is, therefore, extremely important that schools monitor absences closely, especially after a student has missed eight days.

Attendance is the shared responsibility and concern of students and parents/guardians with the assistance and support of the school staff and the community. The responsibility for implementing the attendance policy rests with the parent/guardian, student, teacher(s), and school.

References

Allensworth, Elaine M., and Easton, John Q. 2007. *What Matters for Staying On-track and Graduating in Chicago Public High Schools: A Close Look at Course Grades, Failures, and Attendance in the Freshman Year*. Chicago: University of Chicago, Consortium on Chicago School Research.

Attendance Works. 2011. *Attendance in the Early Elementary Grades: Associations with Student Characteristics, Schools Readiness and Third Grade Outcomes*. San Francisco: Attendance Works.

Balfanz, Robert, and Byrnes, Vince. 2012. *Chronic Absenteeism: Summarizing What We Know From Nationally Available Data*. Baltimore: Johns Hopkins University Center for Social Organization of Schools.

Baltimore Education Research Consortium. 2011. *Destination Graduation: Sixth Grade Early Warning Indicators for Baltimore City Schools, their Prevalence and Impact*. Baltimore: Baltimore Education Research Consortium. <http://baltimore-berc.org/pdfs/SixthGradeEWIFullReport.pdf>.

Chang, Hedy N., and Romero, Marijose. 2008. *Present, Engaged, and Accounted For: The Critical Importance of Addressing Chronic Absence in the Early Grades*. New York: National Center for Children in Poverty.

Chronic Absenteeism

The Definition of Chronic Absenteeism

Chronic Absenteeism is defined as missing 10% or more of school for any reason including excused, unexcused and disciplinary absences. Being chronically absent has a significant impact on a student's ability to read at grade level, perform academically, and graduate on time. It is a proven predictor of academic failure and dropout rates. Absences occur due to many factors, e.g., health, student disengagement from school, unstable housing, lack of transportation and safety/school climate etc.

The federal definition of chronic absenteeism that State Education Agencies must use in reporting absenteeism is as follows:

- *A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. Students who are absent 10% or more of their enrolled school days are considered chronically absent.*

The Nevada State Department of Education defines participating in instruction or instruction-related activities as:

- *Activities that have been approved by the school, districts, and/or the Nevada Department of Education (e.g. field trips, work-study, and extracurricular activities) and activities that are part of a student's documented educational program. These may include specially designed instruction (SDI) and homebound instruction.*

The Washoe County School District defines participating in instruction or instruction related activities as completing and turning in make-up work which may include a separate activity such as copying notes from a lecture, making up class work, or another activity, that a teacher deems necessary as an instruction related activity. Students who complete make-up work or instruction related activities will be counted as present.

Chronic Absenteeism in the Nevada School Performance Framework (NSPF)

Chronic absenteeism is a school quality measure that captures the total percentage of students who are absent for 10% or more of their enrolled days. Chronic absenteeism is a contributor to a school's star rating, currently between 5% and 10% depending on a school's level (Elementary, Middle or High). Schools with absenteeism rates between 0% and 3% earn full points for this measure and schools with rates up to 10% earning half the points possible.

Parent/Guardian Responsibilities

1. It is the parent/guardian responsibility to assure their student(s) attends school every day.
2. Parent/guardian must call the school each day their student(s) is absent to acknowledge his/her absence on that day to ensure the child's safety.
3. If the student must miss class for any reason, it is the parent/guardian's responsibility to see that a written/verbal excuse, explaining the cause of the absence, is provided to the school prior to, during, or within three days after an absence. Failure to do so within three days of the student's return to school will result in the absence being coded as Unverified (AUK) and will count against the student's retention or failure and Chronic Absenteeism. Excuses provided after the three days will be coded **Parent Note/Call After 3 days (NCU)**. This code will count against the student's retention or failure and Chronic Absenteeism.
4. It is the responsibility of the parent/guardian to monitor their student's attendance for accuracy by using the Infinite Campus Parent Portal and to notify the school should inaccuracies be found.
5. Parent/guardian should make every reasonable effort to schedule medical appointments, legal appointments, vacations, and other activities for times outside the student's school day/calendar.
6. If the student has any health problems that have been verified by a Health Care Professional, which may result in lengthy/chronic absences (more than a week), the parent/guardian must provide the absence excused note from the Health Care Professional to the school. The attendance will be coded **EMD**. **This absence will not count against the student's retention or failure but will count toward Chronic Absenteeism.**

It may be advisable to seek an alternative placement (e.g. Home/Hospital Program) for students who will miss a great deal of school.

- If a student is waiting placement in Home Hospital and work is going back and forth, the student would be coded **TEP** in the classes work is being returned and a **TEP Log** must be maintained. **This absence will not count against the student's retention or failure and Chronic Absenteeism. Code = TEP**
- If the student is waiting placement in Home Hospital and is not doing work, they would be coded **MED**. **This absence will count against the student's retention or failure and Chronic Absenteeism.**
- Once the student starts Home Hospital, the student will be coded **AEL** when services begin. **This absence will not count against the student's retention or failure and Chronic Absenteeism.**

If an excuse note from a Health Care Professional cannot be provided, parent must provide a written note for the absence to the school and the attendance will be coded **MED** **This absence will count against the student's retention or failure and Chronic Absenteeism.**

If make-up work is returned to the teacher within the timeline, number of days absent plus one, starting the day the work was provided by the teacher, the absence code will be changed to **TEP**. **This absence will not count against the student's retention or failure and Chronic Absenteeism.**

7. If the student exceeds 10% or more of school days and the parent/guardian believe that they have reasons for an attendance appeal, they should request a Final Appeal of Failure Due to Attendance Requirements through the schools administrator.
8. Parent/guardian must provide advanced written notification to the school of the student's absence for an absence to be considered pre-arranged. A minimum of two days in advance is required for the absence to be pre-arranged and a week in advance, if the absence is for an extended period.

Pre-Arranged absences will be coded **DOM**. **This Absence will count against the student's retention or failure and Chronic Absenteeism.** If make-up work is returned to the teacher within the timeline, number of days absent plus one, starting the day the work was provided by the teacher, the absence code will be changed to **TEP**. **This absence will not count against the student's retention or failure and Chronic Absenteeism.**

8. It is the student's responsibility to request make-up assignments, exams and quizzes **ON THE DAY** he/she misses any part of the class or **ON THE DAY** he/she returns to class after absence. It is the student's responsibility to abide by the school/teacher's procedures for when and how to request this work. The student has a limited number of days in which to return the made-up work (number of days absent plus one, starting the day the work was provided by the teacher).
10. It is the responsibility of the parent/guardian to communicate regularly with his/her student and the student's teacher(s) regarding attendance issues/concerns and to attend conferences relating to attendance when requested by the school.
11. **Maintain accurate contact information** by updating phone numbers/email/home address or any new information within 2 school days of changes to the school office.

The Two-Level Approach to Excused Absences And Chronic Absenteeism

Level	Total # of Days Absent*	Acceptable reasons for a student absence to be considered Excused. They do count toward Chronic Absenteeism unless make-up work is completed and returned.	Documentation Required within 3 Days
1	1 through 8 for ES/MS (8 per Semester; 5 per Trimester schedule) Trigger number for HS	<ul style="list-style-type: none"> Any reason that the student's parent or guardian approves. 	Parent or guardian phone call/note only. Must be received within 3 days. If not received within 3 days code NCU. <u>Cannot be used for HDE code or students who are excluded due to immunizations (DOM).</u> If make-up work is completed within the timeline. (Number of days absent plus one). The absence code will be changed to TEP and it will not count as part of the eight.
Level	Total # of Days Absent*	Acceptable reasons for a student absence to be considered Excused and <u>will</u> be labeled as Chronic Absenteeism unless make-up work is completed and returned	Documentation Required within 3 Days
2	9 and above ES/MS Over Trigger number for HS	Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify in writing all student illness absences, regardless of the length of absence.</i>) <ul style="list-style-type: none"> Washoe County Health Department Excluded Medical. Student's observance of a religious holiday. Emergency Family Business. (See definition). Mandated court appearances (additional documentation required). Children in Transition CIT (See definition). Foster Care (See Absence Due to Foster Care definition). 	Parent or guardian phone call/note must be received within 3 days and in some cases additional documentation (see details of specific reason). If not received within 3 days use the NCU code. If no documentation, use the appropriate unexcused code such as DOM or MED. In order for the student to not be labeled as Chronic Absentee, make-up work must be completed within the timeline. (Number of days absent plus one). NOTE: <u>ES/MS</u> Students missing 10% or more unexcused absences a year will be retained. <u>HS</u> Students missing 10% or more unexcused absences a semester will fail the course.

The Two-Level Approach to Excused Absences and Chronic Absenteeism

Level 1

Students may have up to nine absences for any reason the parent/guardian approves. A phone call or note of the parent approval for absence must be received within three days of the absence for the absence to be excused.

- If a phone call or note is not received within three days, the student's attendance will be coded unverified (AUK) and **will count** against the student's retention or failure and Chronic Absenteeism.
- If a phone call or note is received after the three days, attendance will be coded Parent Note/Call after 3 Days (NCU) and **will count** against the student's retention or failure and Chronic Absenteeism.
- If make-up work is completed within the timeline, number of days absent plus one, the absence code will be changed to TEP and it will not count as part of the original eight excused absences, and **will not count** against the student's retention or failure and Chronic Absenteeism.

Level 2

After the ninth absence, the following exceptions **will not count** against the student's retention or failure but **will count** against Chronic Absenteeism unless make-up work is returned to the teacher within the timeline (number of days absent plus one, if the make-up work is returned the absence code will be changed to Temporary Educational Program (TEP) and **will not count** against Chronic Absenteeism.

ES/MS Students missing 10% or more unexcused absences a year will be retained and **HS** Students missing 10% or more unexcused absences a semester will fail the course, no matter what the student's academic mark(s) in the grade/course may be. Documentation will need to be provided.

- Student illness (*Note: to be deemed excused, an appropriately licensed medical professional must verify in writing all student illness absences, regardless of the length of absence*).
- Washoe County Health Department Excluded Medical.
- Student's observance of a religious holiday.
- Emergency Family Business. (See definition).
- Mandated court appearances (additional documentation required).
- Children in Transition CIT (See definition).
- Foster Care (See Absence Due to Foster Care).

WASHOE COUNTY SCHOOL DISTRICT

Legend of Symbols for School Year 2018-2019

TITLE	Infinite Campus Code	Daily Attendance	Chronic Absence	10% More Absence Retain/Fail
Absences Prior to Triggering Failure (8-ES- MS Only; Trigger for HS)	APT	Excused	Yes	No
Alternative Educational Location (Home Hospital or Jan Evans)	AEL	Exempt	No	No
Appeal	APP	Exempt	No	No
Unverified	AUK	Unexcused	Yes	Yes
Child In Transition	CIT	Excused	Yes	No
Confirmed Truant	CT	Unexcused	Yes	Yes
Confirmed Truancy Letter	CTL	Unexcused	Yes	Yes
Domestic	DOM	Unexcused	Yes	Yes
Emergency Family Business	EFB	Excused	Yes	No
Medical: Health Care Professional Excuse	EMD	Excused	Yes	No
Excused Missed Instruction	EMI	Excused	No	No
Absence Due to Foster Care	FCA	Excused	Yes	No
Finished Distance Ed Course Waiting to Take Final Exam	FIN	Exempt	No	No
WCHD Excluded Medical	HDE	Excused	Yes	No
Intersession Absence	IAB	Excused	No	No
In-School Suspension	ISS	Exempt	No	No
Medical : Parent Excuse	MED	Unexcused	Yes	Yes
Parent Note/Call After 3 Days	NCU	Unexcused	Yes	Yes
Religious Holiday (Parent must specify Holiday)	RH	Excused	Yes	No
Runaway	RWY	Unexcused	Yes	Yes
School Activity	SCH	Exempt	No	No
Out of School Suspension	SUS	Excused	Yes	Yes
Suspension Instruction Provided	SUS3	Exempt	No	No
Unexcused Missed Instruction	T	Unexcused	No	No
Temporary Educational Program	TEP	Exempt	No	No

Definitions

90% ATTENDANCE

Students must attend school at least 90% of the number of opportunities he/she has to attend during a semester (HS) or year (ES, MS). The actual number of opportunities to attend which constitute 90% will vary between elementary schools on multi-tracks with less than 180 days and between high schools on block or modified block schedules. Each fall The Department of Student Accounting will determine the Trigger Numbers for High Schools.

ABSENCE EXCUSED

It is the parent/guardian's responsibility to contact the school with a phone call or note verifying each student absence. Excuses may be provided in advance (minimum two days required for pre-arranged absences), on the day of the absence, or within three days of the student's return to school. The school office will change the attendance Unverified (AUK) absence to reflect the reason for the absence. If the parent/guardian does not notify the school of the reason for the absence within three days after the student returns to school, the absence will remain as Unverified **AUK and will count against the student's retention or failure and Chronic Absenteeism.** (Phone call or note is received after the 3-day deadline: See **NOTE/CALL AFTER 3 DAYS UNEXCUSED-NCU**)

In all late bus cases, transportation will provide the schools with a list of students who are excused. Parents may not excuse a student for a late bus.

The school will maintain a file documenting written and verbal absence excuses for a minimum of two years. The Students Accounting department will audit receipt of notes. **Please note that just because a parent/guardian provides a verbal or written excuse, the absence is not necessarily excused.**

ABSENCE PRIOR TO TRIGGERING FAILURE (APT)

Students may have up to (ES/MS- 8 per Semester; 5 per Trimester; 4 per Quarter) (HS per Trigger Number) absences for any reason the parent/guardian approves. A phone call or note **must be received** within three days of the absence for the absence to be excused.

- If a phone call or note is not received within three days, the attendance will be coded **Unverified (AUK) and will count against the student's retention or failure and Chronic Absenteeism.**
- If a phone call or note is received after the three days, attendance will be coded **Parent Note/Call after 3 Days (NCU) and will count against the student's retention or failure and Chronic Absenteeism.**
- If make-up work is completed within the timeline. (Number of days absent plus one). The attendance will be coded Temporary Educational Placement (TEP) **and it will not count as part of the eight, and will not count against the student's retention or failure and Chronic Absenteeism.** **NOTE: Suspension is the only absence code where if make-up work is completed and returned the attendance code is not changed to TEP because the SUS event cannot be removed from attendance record.**

ABSENT (AUK)

A student is absent if he/she is not in class when the session/class period begins. **This absence will count against the student's retention or failure and Chronic Absenteeism. Code = AUK**

ALTERNATIVE EDUCATIONAL LOCATION (AEL)

A student was absent from class because he/she is actually being served by the Home Hospital Program or if he/she has temporarily been assigned to Jan Evans. **This absence will not count against the student's retention or failure and Chronic Absenteeism. Code = AEL**

APPEAL (APP)

A student who will fail or will not be promoted to the next grade level because he/she has absences in excess of the 90% rule, or the student's parents/guardian, may appeal this decision if the student has made up all make-up work or participate in an intervention and is able to pass the course, or be promoted to the next grade level. The decision of the principal and supervising administrator is final. **This absence will not count against the student's retention or failure and Chronic Absenteeism. Code = APP**

ATTENDANCE SUMMARY REPORT (ASR)

This summary report displays weekly class attendance. This report must be run weekly all school year, saved into SharePoint, and the verification log signed by the teacher verifying its accuracy.

CHILD IN TRANSITION (CIT)

An absence that is related to a child being in transition or homeless. **This absence will not count against the student's retention or failure but will count against Chronic Absenteeism. Code = CIT**

CHRONIC ABSENTEEISM

Chronic absenteeism or missed instruction is defined as any student who is not physically present or receiving educational services. A student who has missed 10% of the school year (ES/MS) per course (HS).

CLASS PERIOD

Period in one class in middle and high school.

CONFIRMED TRUANCY (CT)

A parent/guardian may report the student absent without permission, or confirm the student's absence without permission after the school informs the parent/guardian of the student's unverified absence. School staff may also report a student as confirmed truant if they observe a student off campus during a school day. The school office will change the attendance code to Confirmed Truant CT. **This absence will count against the student's retention or failure and Chronic Absenteeism. Code = CT**

CONFIRMED TRUANCY LETTER (CTL)

Schools will inform parent/guardian of each truancy by sending a letter to the parent/guardian. The third truancy letter will be a certified letter. **This absence will count against the student's retention or failure and Chronic Absenteeism. Code = CTL**

DOMESTIC (DOM)

The student was absent for family related business reasons that are not Emergency Family Business. (See definition Emergency Family Business) **This absence will count against the student's retention or failure and Chronic Absenteeism. Code = DOM** Examples of Domestic absences are:

- excluded due to immunizations
- car trouble or not feeling it was safe to drive or a student driver;
- staying home to meet the plumber or other tradesman;
- routine childcare of a younger child by the student;
- opportunity to work an extra shift at afterschool job;
- false reports of school threats;
- student overslept;
- missed the bus;
- take our daughters and sons to work day (forth Thursday in April each year).

EMERGENCY FAMILY BUSINESS (EFB)

The student was absent from class due to Emergency Family Business. These absences require additional documentation received within three school days from absence. Examples of Emergency Family Business absences are:

- death of a human family member;
- very ill or close to dying immediate family member (Parent/guardian or sibling);
- student's home is lost to fire, natural disaster, eviction or is quarantined;
- a student who is a parent and whose child needs to go to the hospital;
- a family member's military deployment or return from deployment;
- police summons, subpoena, notice to appear, or signed note from a court official or other court mandated appointment.
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All other Emergency Family Business can be cleared through Student Accounting Department

Extended absences would be considered an emergency only under extreme circumstances. For example, if an order of the community health department quarantined a family's home for an extended period, such quarantine would be an extended emergency.

Absences due to family emergencies require additional documentation. A parent/guardian note explaining the emergency received within 3 school days is sufficient, but it is essential that the note explain the emergency so school staff can evaluate if the situation was indeed an emergency. Emergency Family Business can be used for 2 events (up to 9 days) a year without documentation, after 2 the school will require documentation of the actual emergency.

This absence will not count against the student's retention or failure but will count against Chronic Absenteeism. Code = EFB

ES

Elementary School

EXCUSED MISSED INSTRUCTION (EMI)

A student enters class late or leaves early with a legitimate excuse. It is the student's responsibility to provide, in a timely manner, evidence the missed instruction was due to a valid reason (e.g. notes from the office, counselor, or nurse). Chronic missed instruction, excused or unexcused, may be referred for disciplinary action. **Code = EMI**

FINISHED DISTANCE EDUCATION COURSE AWAITING FINAL EXAM (FIN)

When a student has finished the assignments of a distance education course and is waiting to take the final exam. **This absence will not count against the student's retention or failure and Chronic Absenteeism. Code = FIN**

FOSTER CARE ABSENCE (FCA)

An absence that is related to a child being in Foster Care. Example: Change of placement overnight, or court appearance. **This absence will not count against the student's retention or failure but will count against Chronic Absenteeism. Code = FCA**

FULL-DAY ABSENCE/ HALF-DAY ABSENCE

In elementary school attendance is taken twice a day. IC will automatically calculate two half-day session absences as one full-day absence, or half-day absence (see definition for SESSION). This term does not apply to middle or high school students. Students who attends any part of a period/session are considered tardy and not absent.

HABITUAL TRUANT

A habitual truant is any student who has been declared truant three or more times within one school year. Any student who has once been declared a habitual truant and who, in an immediately succeeding year, is absent from school without written approval may again be declared a habitual truant. The principal is required by law to follow district procedures in reporting any student who is a habitual truant. [NRS 392.040]

HEALTH DISTRICT EXCLUDED (HDE)

Washoe County Health District (WCHD) excluded medical. Any student who is excluded due to illness by the WCHD for the 48 or more hours of exclusion. This code is used only when WCHD has declared an Outbreak. **This absence will not count against the student's retention or failure but will count against Chronic Absenteeism. Code = HDE**

HS

High School

INFINITE CAMPUS (IC)

This is the student information system used by the district to record and maintain all student information. IC is considered the official record for the purposes of attendance and grade books.

INTERSESSION ABSENCE (IAB)

When students are scheduled to attend an extended learning opportunity (intervention/intersession) and do not attend the student is marked with this code. **This absence will not count against the student's retention or failure and Chronic Absenteeism. This code will not trigger attendance letters or calls. Code = IAB**

MAKE-UP WORK

Students will be provided with the opportunity to request and complete assignments, exams and quizzes that are missed due to a student's absence or for periods of missed instruction for any reason. Activities that are participatory and contributive in nature may be difficult to make up and alternative tasks may be provided for such work. Failure to request or return completed make-up work and missing work that cannot be made up will result in a grade reduction for the missed work and the absence will remain unexcused.

Make-up work returned to the teacher within the timeline, number of days absent plus one, starting the day the work was provided by the teacher, the attendance code will be changed to TEP and this absence will not count against the student's retention or failure and Chronic Absenteeism.

MEDICAL (MED or EMD)

The student was absent from class because he/she was ill, was being treated by a medical professional including mental health, or was at a medical appointment. Medical attendance codes are only used for students who miss the entire class session/period for this reason.

There are two types of Medical codes:

EMD = A Health Care Professional has provided a note excusing the student.

This absence will not count against the student's retention or failure but will count toward Chronic Absenteeism.

MED = The parent has provided a note that the student was ill. This absence is unexcused.

This absence will count against the student's retention or failure and Chronic Absenteeism.

If an excuse note from a Health Care Professional cannot be provided, parent must provide a written note for the absences and the attendance will be coded **MED**. If make-up work is returned to the teacher within the timeline, number of days absent plus one, starting the day the work was provided by the teacher, the absence code will be changed to **TEP**. **This absence will not count against the student's retention or failure and Chronic Absenteeism.**

MS

Middle School

NO CREDIT

In high school, failure of any course means the student will not earn credit for the course.

NOTE/CALL AFTER 3 DAYS UNEXCUSED (NCU)

When a parent note or phone call is received after the 3-day deadline, the absence is unexcused but the fact that the note/call was received is recorded. **This absence will count against the student's retention or failure and Chronic Absenteeism. Code = NCU**

The school will maintain a file documenting written and verbal absence excuses for a minimum of two years. **Please note that just because a parent/guardian provides a verbal or written excuse, the absence is not necessarily excused.**

OFFICIAL RECORD BOOK

IC is the official record book for attendance/auditing purposes. Teachers must maintain the electronic record book in IC.

PRE-ARRANGED ABSENCE

Parent/guardian must provide advanced written notification to the school of the student's absence, an absence may be considered pre-arranged. A minimum of two days in advance is required for the absence to be pre-arranged and a week in advance, if the absence is for an extended period.

Pre-Arranged absences will be coded **DOM. This Absence will count against the student's retention or failure and Chronic Absenteeism.** If make-up work is returned to the teacher within the timeline, number of days absent plus one, starting the day the work was provided by the teacher, the absence code will be changed to **TEP. This absence will not count against the student's retention or failure and Chronic Absenteeism.**

RELIGIOUS HOLIDAY (RH)

The student was absent from class due to observance of a Religious Holiday (parent must specify holiday with note/phone call). **This absence will not count against the student's retention or failure but will count against Chronic Absenteeism. Code = RH**

RETENTION

A student who misses 10% or more days of school days will be retained (ES/MS) or fail the course(s) (HS).

RUNAWAY (RWY)

If a student is confirmed as a runaway, the student is withdrawn on the 11th day because the whereabouts of the student is not known. **This absence will count against the student's retention or failure and Chronic Absenteeism. Code = RWY**

SCHOOL ACTIVITY (SCH)

An activity sponsored by the school or school district that is part of the school/school district program and is personally supervised by a school/school district employee is a School Activity. Also, use this code for a late bus and input late bus in comments. **This absence will not count against the student's retention or failure and Chronic Absenteeism. Code = SCH**

SESSION

In elementary school, the period from the beginning of school through lunch is the morning session and the period after lunch through the end of the school day is the afternoon session. Each session counts as one-half day. If a site has an early release day and the student does not attend any part of the afternoon session, the student will be marked absent. Students who attends any part of a session but leave early are considered tardy.

SHAREPOINT

SharePoint is used in the WCSD as a cloud based service to securely store, share, access information.

SUSPENSION IN SCHOOL (ISS)

A student is suspended if he/she is administratively removed from class but remains on school property. **This absence will not count against the student's retention or failure and Chronic Absenteeism. Code = ISS**

SUSPENSION OUT OF SCHOOL (SUS)

A student is suspended if he/she is administratively removed from class and removed from school property and does not turn in Make-up work. **This absence will not count against the student's retention or failure but will count against Chronic Absenteeism. Code = SUS**

SUSPENSION INSTRUCTION PROVIDED (SUS3)

A student is suspended if he/she is administratively removed from class and removed from school property, and make up work is returned. SUS becomes an SUS3 when make-up work is completed and returned for the period of the suspension. **This absence will not count against the student's retention or failure and Chronic Absenteeism. Code = SUS3**

- **NOTE: This is the only absence code where if make-up work is completed and returned the attendance code is not changed to TEP because the SUS event cannot be removed from attendance record.**

TARDY

Students who attends any part of a period/session are considered tardy and not absent.

TEMPORARY EDUCATIONAL PLACEMENT (TEP)

Student is absent but completes make-up work and returns it to the teacher within the timeline (number of days absent plus one, starting the day the work was provided by the teacher. **This absence will not count against the student's retention or failure and Chronic Absenteeism. Code = TEP** **Make-up work returned must be represented in the gradebook using either the date of absence (day assigned) or the date returned, or by noting TEP in the gradebook comments for that assignment for audit purposes.**

UNEXCUSED MISSED INSTRUCTION (TARDY) (T)

A student enters class late or leaves early without a legitimate excuse. Missed Instruction is presumed unexcused unless evidence is provided, in a timely manner that the missed instruction was due to a valid reason. **Code = T**

UNIQUE CONDITIONS ABSENCE

There may be pre-planned, unique conditions that call for a review of the attendance policy provision that require a student to be in attendance at least 90% of the time in order to pass or be promoted to the next grade. Unique conditions arise when students are given the opportunity to participate in a very specialized activity because of family circumstances or the student's own unique talents and skills. Under these conditions, known in advance, students may be granted additional school-approved absences.

Examples of Unique Conditions Absence are:

- A trip that has unique educational value.
- Participation in an activity that requires specialized skills such as an Olympic development program or professional acting. The student must be competing at the national level.

To qualify for consideration as a unique condition, students and/or their parents/guardians must:

1. Apply for the additional absences in advance in sufficient time for teachers to prepare make-up work.
2. Provide a description of the conditions and rationale for requesting additional absences.
3. Provide a plan of action for course work that will be missed including how work will get back to the school.
4. Provide proof of adequate academic progress, class test scores, school behavior and study habits.
5. Obtain teacher approval and willingness to work with the student regarding his/her missed schoolwork.
6. If applicable, demonstrate that they have followed through on commitments previously made utilizing this particular provision of the Attendance Policy.

Unique Conditions absences will be coded **DOM**. **This Absence will count against the student's retention or failure and Chronic Absenteeism.** If make-up work is returned to the teacher within the timeline, number of days absent plus one, starting the day the work was provided by the teacher, the attendance code will be changed to **TEP**. **This absence will not count against the student's retention or failure and Chronic Absenteeism.**

UNVERIFIED (AUK)

The student's absence is unknown or unverified. This code will be changed if appropriate documentation is received within three days of the absence, regarding the reason for the student absence. **This absence will count against the student's retention or failure and Chronic Absenteeism. Code = AUK**