

## HOW ATTENDANCE ABSENCES ARE RECORDED

For record keeping purposes Attendance codes are used to document a student's absence. Students are counted absent from each period that they are not in attendance. A student missing more than 15 minutes of any class will be counted as absent from that class.

**In order for any absence to be considered excused, written notification must be received within five days of the absence. Telephone calls will be noted, but DO NOT excuse a student's absence.**

The following will explain the most common codes used to describe a student's absence and explains how it affects the denial of academic credit:

### PARENT NOTIFICATION (PN)

Students are permitted a maximum of nine (9) excused/extenuating circumstance absences per semester. Absences beyond nine (9) per semester will result in loss of academic credit.

In order for an absence to qualify as excused/extenuating, the parent/guardian of the student must send a **written note signed by the parent** explaining the date(s) of the absence and the reason for the absence. **This written notification must be received in the Attendance Office within five (5) days of the absence in order to be considered as excused/extenuating by the Campus Attendance Committee.**

**Telephone calls notifying us of an absence will be documented, but will not be considered excused until written notification is submitted.**

### MEDICAL EXCUSES for ABSENCES OF AN ENTIRE DAY (MN)

If a student is absent for an entire day(s) and has seen a doctor, you should request a **written note from the doctor** to verify the date that the student was seen. This note should be submitted to the Attendance Office **within five (5) days of the absence**. Absences that are documented with medical notes are not counted as part of the nine (9) excused/extenuating absences.

### MEDICAL ABSENCES for PART OF A DAY (ST)

We recognize that occasionally a student must seek medical/dental care during the school day. If the student is absent for only a portion of the day he/she may have that absence removed in any classes missed if he/she **brings a doctor's note** to the Attendance Office **within five (5) days of the appointment**.