

Provo City School District
Policy Series 3000: Students

3150 P2

Student Attendance: Secondary Students

The purpose of this procedure is to implement the Student Attendance policy. Further, it is the purpose of this procedure not to emphasize the punitive aspects of compulsory attendance, but to underscore to students and parents the importance of children being in school every day.

Definitions

“Notification of Attendance” letters are warnings to alert families of attendance concerns and/or providing an opportunity to resolve issues with the school administration.

“1st Citation” letters are referrals to Provo School District’s Truancy School.

“2nd Citation” letters are referrals to Provo School District’s Attendance Court (PAC).

Middle Schools - When Attendance Letters are Issued

3 unexcused days	Notification of Attendance Letter
6 unexcused days	1st Citation Letter
9 unexcused days	2nd Citation Letter
<i>Above absences numbers are for each year</i>	

High Schools - When Attendance Letters are Issued

3 unexcused absences in the same class per term or 6 unexcused absences in different class periods per term	Notification of Attendance Letter
10 unexcused class periods	1st Citation Letter
14 unexcused class periods	2nd Citation Letter
<i>Above absences numbers are for each term</i>	

Students having excessive absences during a term may be contacted by the school administration to schedule a conference with parents to discuss the impact of absenteeism on student learning and to make an attendance plan and/or contract. Further absences without an administrative conference may be counted as unexcused absences. Students having excessive excused absences due to a stated illness may be required to provide a doctor’s note specifically addressing the dates the student was absent from school. This requirement will be discussed at the absenteeism conference between parents and school administrators.

Valid Excuses Valid Excuses are absences for an illness, family death, approved school activity, military block leave, excuse consistent with student's IEP, 504-accommodation plan, or a school/school district valid excuse definition ([Utah Code R277-607-1](#)).

Parent Information:

- Parents may fill out an appeals form to waive attendance penalties.
- Parents are encouraged to excuse absences immediately and must excuse legitimate absences within two school days after returning to school according to [Utah State Code 53a-11-101-105](#). If the absence is not excused according to the guideline listed above, the absence/s will be recorded as unexcused.
- Parents are requested to excuse their child's absence by calling the school, sending an email, fax or a note.
- Students who are ill are encouraged to stay home. Illness guidelines may be found in Procedure 3150 P-3.

School Site-Based Decisions/Actions:

- Intervention letters may be sent before the Notification of Attendance letter.
- Letters are sent as determined by the school administration.
- Excessive tardies may be cited as determined by the school administration.
- Unexcused absences are determined by periods missed.
- A truancy letter may be issued to a student for willful truant behavior.
- Principal or designee determines appropriate procedures for truancy and has the authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

Adopted: August 13, 2013