

**Provo City School District**  
**Policy Series 3000: Students**



**3150 P1**

**Student Attendance: Elementary 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.

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

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

*When Attendance Letters are Issued*

5 unexcused absences	<b>Notification of Attendance Letter</b>
8 unexcused absences	<b>1<sup>st</sup> Citation Letter</b>
10 unexcused absences	<b>2<sup>nd</sup> Citation Letter</b>
<b><i>Above absences numbers are for the school year</i></b>	

Students with more than 10 absences (excused or not) in a year 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 .

*Tardies* Excessive tardies may be cited as determined by the school administration – 3 tardies will be equal to one absence.

*Parent Information:*

- 5 parent excused absences for the term will be allowed.
- 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.

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.
- Parents may fill out an appeals form to waive attendance penalties.
- Students who are ill are encouraged to stay home. Illness guidelines may be found in Procedure 3150 P3.

*School Site-Based Decisions/Actions:*

- Intervention/cautionary letters may be sent before the Notification of Attendance letter.
- Letters are sent as determined by the school administration.
- A truancy letter may be issued to a student for willful truant behavior.
- A notice of Compulsory Education Violation may be given when 5 unexcused absences occur. As stated in Utah Code (this is for parents who have students between the ages of 6 and 14).
- Principal or designee determines appropriate procedures for truancy and has the authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

Legal References:

Synopsis:

Utah Admin Code R277-607-1	Truancy Prevention -- Definitions
Utah Code 53G-6-201	Compulsory Education -- Definitions
Utah Code 53G-6-202	Compulsory Education
Utah Code 53G -6-203	Truancy -- Notice of Truancy -- Failure to cooperate with school authorities
Utah Code 53G-6-204	Minors exempt from school attendance
Utah Code 53G-6-205	Preapproval of extended absence
Utah Code 53G-6-206	Duties of a school board, local charter board, or school district in resolving attendance problems -- Parental involvement -- Liability not imposed
Utah Code 53G-6-207	Truancy Specialists
Utah Code 53G-6-208	Taking custody of a person believed to be a truant minor -- Disposition -- Reports -- Immunity from liability
Utah Code 53G-6-209	Truancy support centers

Adopted: August 13, 2013