

**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 parent(s)/guardian(s) 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).

**Middle Schools - When Attendance Letters are Issued**

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

**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	<b>Notification of Attendance Letter</b>
10 unexcused class periods	<b>1<sup>st</sup> Citation Letter</b>
14 unexcused class periods	<b>2<sup>nd</sup> Citation Letter</b>
<b><i>Above absences numbers are for each term</i></b>	

Students having excessive absences during a term may be contacted by the school administration to schedule a conference with parent(s)/guardian(s) 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 parent(s)/guardian(s) and school administrators.

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

*Parent Information:*

- Parent(s)/guardian(s) may fill out an appeals form to waive attendance penalties.
- Parent(s)/guardian(s) 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.
- Parent(s)/guardian(s) are requested to excuse their child's absence by calling the school, sending an email, fax, or 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