



**Student Attendance & Compulsory Education
Policy Series: 3000 Students**

Policy No. 3150

I. Introduction

The Provo City School District believes that student learning and achievement are directly related to attendance and engagement at school. Furthermore, personal responsibility and accountability demonstrated by regular school attendance is an essential life skill. These procedures are developed as an effort to be in compliance with state law, as well as work proactively together with parents and community resources to encourage the regular attendance of all Provo students. The District believes this to be in the best interest of the students and the community, and is committed to work in harmony with parents/guardians to assist them with their responsibility to have their children in attendance at school.

Parents, guardians, students, and school personnel should make decisions that lead to excellent classroom attendance:

1. Students are expected to arrive on time and attend each period for each class in which they are enrolled unless excused as provided in this policy and accompanying procedure.
2. Parents/guardians are expected to ensure that their school-age child attends school as required by [Utah law](#), and to notify the school when their student is absent for a valid reason as set forth in the provisions, definitions, and procedures.
3. Teachers shall create a safe and engaging classroom that will encourage students to come to school and shall reach out to chronically absent students in a supportive manner to find out why they are missing school and what would help them attend more regularly.
4. The school's administrative staff shall reasonably accommodate parents and document efforts to resolve a student's truancy and chronic absenteeism problems.

The Board directs the Superintendent to develop procedures for managing student attendance and the requirements outlined in the State's compulsory attendance and

41 education law to help students receive the benefits of the district's education program.

42
43 **II. Definitions:**

- 44
- 45 A. Absence/Absent: the failure of a student assigned to a class or class period to
46 attend. "Absence" or "absent" does not mean multiple tardies. A parent will be
47 notified by automated message each time the parent's student is marked absent
48 without prior excuse.
- 49
- 50 B. Approved School Activity/Office Excused Absence: an event or activity
51 sponsored by the school and approved by the school's administration. A student
52 may attend an approved school event or activity as a member of a team, class,
53 club, or group. An "approved school activity" and "office excused absence" are
54 excused absences; however, students are responsible to complete any missed
55 school work resulting from the absences.
- 56
- 57 C. Attendance Concern Notice: a proactive communication in writing to notify
58 parents when a student becomes chronically absent (missing ten percent (10%)
59 or more of school days/class periods), or has at least five (5) trancies during the
60 current school year.
- 61
- 62 D. Attendance Resolution Conference: a meeting requested by school authorities
63 with students and their parents/guardians, directing them to cooperate with the
64 school in securing regular school attendance by the student.
- 65
- 66 E. Behavioral Health: the impact a student's actions can have on a student's
67 physical or mental health, and includes conditions in which services provided by
68 social workers, counselors, psychiatrists, neurologists, behavior analyst,
69 psychologists, and physicians would be appropriate.
- 70
- 71 F. Chronic Absenteeism: a condition in which a student has missed at least ten
72 percent (10%) percent or more of school days/class periods due to absence for
73 any reason (excused, unexcused absences, or suspensions), which can translate
74 into students having difficulty learning to read in elementary school, achieving in
75 middle school, and graduating from high school.
- 76
- 77 G. Compulsory Education Law (53G-6-202): the parent of a student who is at least
78 six (6) years of age and not more than eighteen (18) years of age, shall enroll
79 and send their school-age minor to a public or regularly established private
80 school during the school year of the district in which the student resides.
81 Attendance shall be in District schools or in some other district to which the
82 student may legally be transferred, or in a regularly established private school. It
83 is a class B misdemeanor for a parent to intentionally or without good cause fail
84 to enroll a school-age minor in school, unless exempted as outlined in Utah Code

85 [53G-6-204](#). The Provo City School District shall report violations of this law to the
86 appropriate city, county, or district attorney.
87

88 H. District Attendance Class: a truancy and chronic absenteeism prevention class
89 required of students and their parents/guardians.
90

91 I. District Attendance Mediation: a restorative truancy intervention program
92 conducted by the District to the parents/guardians when a habitually truant
93 student has not sufficiently improved attendance (has at least five (5) additional
94 trancies during the current school year) after being directed to participate in an
95 Attendance Resolution Conference.
96

97 J. District Truancy Hearing: a disciplinary hearing conducted by the district for a
98 habitually truant school-age child in grade seven (7) or above when a student
99 has not sufficiently improved attendance (has at least five (5) additional trancies
100 during the current school year) after being directed to participate in an
101 Attendance Resolution Conference.
102

103 K. Excused Absence: a student's absence from school may be requested by a
104 parent/guardian and excused by the school administration for any of the following
105 valid reasons:

- 106 1. an illness, which may be either mental, behavioral, or physical; [the school](#)
107 [may not require documentation from a medical professional to](#)
108 [substantiate the illness](#)
- 109 2. a medical, dental, or orthodontic appointment
- 110 3. the death of a family member or close friend;
- 111 4. a family emergency;
- 112 5. a family activity;
- 113 6. an approved school activity/office excused absence;
- 114 7. [An absence for a family vacation attendance at a scheduled family event](#)
115 [or a scheduled proactive visit to a health care provider if the parent](#)
116 [submits a written statement at least one school day before the scheduled](#)
117 [absence and if the student agrees to make up course work for the missed](#)
118 [days according to District or school policy. \(See Policy # section "Parent](#)
119 [rights regarding student absences".\);\[1\]\[2\]](#)
- 120 8. an absence excused through a health care or other accommodation plan,
121 an Individualized Education Program (IEP) under the Individuals with
122 Disabilities Education Act (IDEA), or a Section 504 accommodation plan
- 123 9. any other excuse established as valid by the district consistent with Utah
124 law. Note: A parent may excuse an absence via a school approved
125 messaging method within a reasonable timeframe as determined by the
126 individual school, but not to exceed one week after the absence.

127 L. Habitually Truant: a school age student in grade seven (7) or above who fails to
128 cooperate with the efforts of school authorities to resolve the student's

129 attendance problems in the Attendance Resolution Conference by being truant at
130 least five (5) additional times during the current school year.

131
132 M. Home School: means a school comprised of one or more students officially
133 excused from compulsory public school attendance under this policy and [Utah](#)
134 [Code § 53G-6-204](#).

135
136 N. Intervention: means a series of non-punitive and increasingly frequent and
137 individualized activities that are designed to create a trusting relationship
138 between teachers, students, and parents, improve attendance, improve
139 academic outcomes, and reduce negative behavior referrals. It can include
140 mentorship programs, family connection to community resources, academic
141 support through small group or individualized tutoring or similar methods, and
142 teaching executive function skills (planning, goal setting, understanding and
143 following multi-step directions, and self-regulation).

144
145 O. Mental Health: a person's emotional, psychological, and social well-being which
146 can affect how a person thinks, feels, and acts including how a person handles
147 stress, relates to others, and makes healthy choices.

148
149 P. Parent/Guardian: a custodial parent of the minor, a legally appointed guardian of
150 a minor; or any other person purporting to exercise any authority over the
151 student which could be exercised by a custodial parent or legally appointed
152 guardian.

153
154 Q. Private School: means a school satisfying the following criteria: maintained by
155 private individuals or entities;
156 1. maintained and operated not at public expense;
157 2. generally supported, in part at least, by tuition fee or charges;
158 3. operated as a substitute for, and giving the equivalent of, instruction
159 required in public schools;
160 4. employs teachers able to provide the same quality of education as public
161 school teachers;
162 5. established to operate indefinitely and independently, not dependent
163 upon the age of the students available or upon individual family situations;
164 and
165 6. licensed as a business by the Utah Department of Commerce.

166
167 R. Reasonably Accommodate: a requirement of the district to make its best effort to
168 enable a parent/guardian to exercise a parental right without substantial impact
169 to staff and resources, including employee working conditions, safety and
170 supervision at school and for school activities, and the efficient allocation of
171 expenditures; and while balancing (1) parental rights, (2) educational needs of
172 the students, (3) the academic and behavioral impacts to a classroom, (4) a

173 teacher's workload, and (5) the assurance of the safe and efficient operation of a
174 school, as outlined in Utah Code 53G-6-801.

- 175
- 176 S. School-Age Child: means a minor who is at least six years old, but younger than
177 18 years old; and is not emancipated.
- 178
- 179 T. Skipping/Cutting: a deliberate absence by a student's own free will that is
180 intentional, unjustified, and unauthorized, often identified when a student is found
181 not in class or leaving campus without permission. Skipping or cutting class is
182 considered an unexcused absence that generally may not be excused by a
183 parent/guardian.
- 184
- 185 U. Tardy/Late: when a student arrives at a class after the tardy bell has rung. If a
186 student arrives to class over fifteen (15) minutes late, the tardy will be considered
187 a "late tardy." If a student arrives to class after more than one-half (½) of the total
188 class (secondary) or school day (elementary) has expired, the tardy will be
189 marked as a "tardy absence," and is subject to the provisions of this policy for an
190 unexcused absence unless properly excused. A tardy that results in a student
191 arriving late to school may be excused by a parent/guardian for valid reasons
192 comparable to excused absences.
- 193
- 194 V. Truant: a condition in which a student is absent without a valid excuse for at least
195 one-half of the school day. A student may not be considered truant under this
196 policy more than one time during one day. (A student may not be considered
197 truant more than one time in a day.) If the student is enrolled in a learner verified
198 program as defined by the State Board of Education, the time period which will
199 result in truancy is defined by the District's policy about the District's continuing
200 enrollment measure as it relates to truancy. [Utah Code § 53G-6-201\(11\) \(2024\)](#)
- 201
- 202 W. Unexcused Absence: a student absence that is not excused by a valid reason as
203 outlined by the definitions and provisions of this policy. An unexcused absence
204 shall be counted as a truancy if not excused within one (1) week of the absence.
- 205
- 206 X. Student Family Advocate: individuals hired by the district to support students and
207 families, including policies and laws related to school attendance. The Student
208 Family Advocate may assist in the following ways:
- 209 1. Assist the Director or Assistant Director of Student Services or any
210 school-based administrator in investigating unexcused absences.
 - 211 2. Support schools and the district in enforcing compulsory attendance laws
 - 212 3. Keep written records of interventions and supports provided to students
213 and families struggling to follow attendance policies and protocols.
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216 **III. Notices Provided to Parents**

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A. **Compulsory Education Attendance Laws:** Prior to or no later than school registration, the parent or legal guardian of each student in grades 1-12 shall be provided written notice from the school or district informing the parents or legal guardians of Compulsory Education attendance laws, discipline or consequences progress; and opportunities to appeal a notice of truancy or disciplinary measures. This notice shall be provided with registration materials or as part of the registration process and shall also be provided at appropriate locations on the District website and school websites.

B. Notice of Compulsory Education Violation for Elementary Students: a formal notice issued by school administration to the parent/guardian of a school-age child in grades one (1) through six (6) if the school-age child is truant at least ten (10) times during the school year. ~~The Notice of Compulsory Education Violation includes a directive to the parent/guardian to meet with a school authority in an Attendance Resolution Conference to discuss the student's attendance, and shall be personally delivered or mailed by certified mail to the parent/guardian of the school-age child.~~ **The notice of compulsory education violation shall:**

1. **direct the student's parent(s) to meet with** a school authority in an Attendance Resolution Conference to discuss the student's attendance, and shall be personally delivered or mailed by certified mail to the parent/guardian of the school-age child ~~designated school authorities to discuss the student's attendance problems and cooperate with the District to secure regular attendance by the student.~~
2. ~~specify the school authorities with whom the parent is required to meet.~~
3. **state that it is a class B misdemeanor for the student's parent to intentionally or without good cause fail to meet with the designated school authorities to discuss the student's attendance problems or fail to prevent the student from being truant an additional five (5) or more times during the remainder of the school year.**
4. ~~be served on the student's parent by personal service or certified mail.~~ The District shall report violations of this policy to the appropriate city, county, or district attorney.
5. Notice of Public School Options: The District shall place a link on its website to the public school options web page maintained by the Utah State Board of Education. ~~To the extent technically possible, the District shall also place a link to the Utah State Board of Education public school options webpage on the District's student information portal accessible by parents.~~

261 C. Notice of Truancy for Secondary Students: a formal notice issued by school
262 administration to a school-age child and his/her parent/guardian in grades seven
263 (7) or above if the school-age child is truant at least ten (10) times during the
264 school year. The Notice of Truancy includes a directive to the student and his/her
265 parent/guardian to meet with a school authority in an Attendance Resolution
266 Conference to discuss the student's attendance, and shall be personally
267 delivered or mailed by certified mail to the parent/guardian of the school-age
268 child.

- 269 1. Identify each of the five (5) or more dates when the student was truant.
- 270 2. Direct the student and his or her parent to meet with the designated
271 school authorities and cooperate with the school in securing regular
272 attendance by the student;
- 273 3. Allow for contesting the notice of truancy. If the student and/or his or her
274 parent desires to contest the notice of truancy, the parent must meet with
275 the principal or the principal's designee to voice any concerns about the
276 accuracy of the notice of truancy. If the parent cannot meet with the
277 principal or the principal's designee, he or she can submit a written review
278 to the principal outlining the concerns about the accuracy of the notice of
279 truancy. After reviewing the concerns, the principal shall make a
280 determination to either revise or affirm each of the dates when the student
281 was allegedly truant. The principal's determination is final. The principal
282 shall notify the parent or legal guardian of the determination. If the
283 principal affirms the notice of truancy, the principal shall direct the parent
284 to follow step 2 outlined above.
- 285 4. Be mailed to, or served on, the student's parent.

286 ~~D. Notice of Truancy: The District may authorize school administrators, a designee
287 of the school administrator, a law enforcement officer acting as a school resource
288 officer, or a truancy specialist to issue a notice of truancy to any student who is at
289 least twelve (12) years of age and in grade 7 or above and who has been truant
290 at least five (5) times during the school year. The notice of truancy shall:~~

291 ~~E. Penalties for Truancy: The Board of Education may establish administrative
292 penalties for being truant on a student who is in grade 7 or above and at least 12
293 years old. Utah Code § 53G-6-203(2) (2023)~~

294 ~~F. Other Actions to Resolve Attendance Problems: Nothing in this policy shall
295 prohibit a school from taking action to resolve a student's attendance problems
296 prior to five (5) absences without valid excuses, providing the action does not
297 conflict with the requirements of these policies. Utah Code § 53G-6-203(5)
298 (2023)~~

300 **IV. Powers and Duties of Administrators and Student Family Advocates:**

- 301 A. ~~They~~ School administrators may report or take a minor into custody if there is
302 reason to believe the minor is truant.
- 303 B. If the minor is taken into custody, the administrator ~~or Student Family Advocate~~
304 shall release the student to the following:

- 305 1. The principal of the child's school
306 2. A School Resource Officer who will return the student to the child's school
307 3. A parent or legal guardian of the student.

308
309 C. If the child taken into custody refuses to return to school or to go to the truancy
310 center, the officer or administrator shall, without unnecessary delay, notify the
311 child's parents, guardian or custodian and release the child to their custody. If the
312 parents of a truant minor in custody cannot be reached or are unable or unwilling
313 to accept custody, and if none of the other options in the preceding paragraph
314 are available, the child shall be referred to the Division of Child and Family
315 Services.

316
317 ~~V. Attendance Marks:~~

318 ~~A. Unexcused Absence:~~

- 319 1. ~~A = Unexcused Absence~~
320 2. ~~SK = Skipping/Cutting Class~~
321 3. ~~8 = Tardy Absence (arriving late, after one-half (1/2) of class/school day)~~

322 ~~B. Excused Absence:~~

- 323 1. ~~E = Approved School Activity (school-sponsored event/activity)~~
324 2. ~~F = Parent Pre-Approved Absence (family activity, funeral, health~~
325 ~~appointment, etc.)~~
326 3. ~~H = Homebound Instruction (as qualified by Board Policy 3410)~~
327 4. ~~HA = Approved Absence for Health or Accommodation Plan (IEP/504)~~
328 5. ~~I = In-School Suspension~~
329 6. ~~IP = Illness Parent Excused (mental, behavioral, physical health)~~
330 7. ~~K = Check Out Early~~
331 8. ~~M = Absence Make-up~~
332 9. ~~O = Office Excused Absence (approved by school administrators~~
333 ~~10. P = Parent Excused Absence (valid reasons provided in procedure~~
334 ~~definition)~~
335 11. ~~S = Out-of-School Suspension~~

336 ~~C. Online/Learner Validated Program:~~

- 337 1. ~~P0 = Not Engaged~~
338 2. ~~P2 = Engaged Weekly~~

339 ~~D. Tardy:~~

- 340 1. ~~C = Parent Excused Tardy (parent request for arriving late to school)~~
341 2. ~~J = Office Excused Tardy (approved by school administration)~~
342 3. ~~R = Tardy Make-up~~
343 4. ~~T = Up to fifteen (15) Min Tardy~~
344 5. ~~1 = More than Fifteen (15) Min Tardy~~
345 6. ~~2 = More than Thirty (30) Min Tardy~~
346 7. ~~3 = More than forty five (45) Min Tardy[3]~~

347
348 VI. Exemptions from Compulsory Attendance:

349 Students who meet one or more of the following conditions to the satisfaction of the
350 Board shall be exempt from compulsory attendance requirements and shall be given a
351 ~~certificate, issued by the Board~~, documentation issued by Student Services stating that
352 the student is excused from attendance during ~~the time specified on the certificate a~~
353 specific time.

354 A. A child over 16 years old may receive a **partial** release from school to enter
355 employment, or to attend a trade school, if the child has completed the eighth
356 grade. Children receiving this exemption must still attend school part-time as
357 ~~required by the Board~~ or home school part time as permitted in 2.e. Below.
358

359 B. On an annual basis, a school-age child under 18 years old may receive a **full**
360 **release** from attending a public, regularly established private or part-time school
361 or class if one of the following is established to the ~~Board's~~ District's satisfaction:

- 362 1. The child has already completed the work required for graduation from
363 high school.
- 364
- 365 2. The child is in a physical or mental condition, certified by a competent
366 physician ~~if required by the Board~~, which renders attendance inexpedient
367 and impracticable.
- 368
- 369 3. Proper influences and adequate opportunities for education are provided
370 in connection with the child's employment.
- 371
- 372 4. The Superintendent or designee determines in partnership with the parent
373 that the child, if over 16 years old, is unable to profit from attendance at
374 school because of inability or a continuing negative attitude toward school
375 regulations and discipline.
- 376
- 377 5. The child's parent or legal guardian files a signed affidavit with the child's
378 school district of residence that the child will attend a home school and
379 that the parent or legal guardian assumes sole responsibility for the
380 education of the school-age child except to the extent that the child is
381 dual-enrolled in a public school. A parent or legal guardian who has been
382 convicted of child abuse or has been the subject of a substantiated
383 finding of child abuse by a court of competent jurisdiction may not file an
384 affidavit or assume responsibility for the education of the child and an
385 affidavit shall not be accepted from such a person. A child receiving a
386 partial release in order to enter employment under item (1) above may be
387 excused from attending required part-time school to attend home school
388 part time.
 - 389 a) When the Board excuses a child from attendance under the
390 homeschool exemption, ~~the Board~~ Student Services shall
391 annually issue documentation that excuses the child from
392 attendance for the specified school year. The documentation shall

393 be issued within 30 days after the initial receipt of the signed
394 affidavit filed by the child's parent or legal guardian pursuant to
395 ~~Subsection (2)(e) above.~~ The Board Students Services shall issue
396 subsequent documentation on or before August 1 of each year
397 thereafter unless:

- 398 (1) the child enrolls in a District school
- 399 (2) the parent or legal guardian notifies the District that the
400 child no longer attends a home school, or
- 401 (3) the parent or legal guardian notifies the District that the
402 child's district of residence has changed.

403
404 C. A parent or legal guardian of a child who attends a home school is solely
405 responsible for:

- 406 1. the selection of instructional materials and textbooks;
- 407 2. the time, place, and method of instruction, and
- 408 3. the evaluation of the home school instruction.

409
410 D. A local school board may not:

- 411 1. require a parent or guardian of a child who attends a home school to
412 maintain records of instruction or attendance;
- 413 2. require credentials for individuals providing home school instruction;
- 414 3. inspect home school facilities; or
- 415 4. require standardized or other testing of home school students.

416
417 E. Upon request of a parent or legal guardian, the District shall identify the
418 knowledge, skills, and competencies a student is recommended to achieve by
419 grade level and subject area to assist the parent or legal guardian in achieving
420 college and career readiness through home schooling. [Utah Code § 53G-6-204](#)
421 [\(2024\)](#)

422
423 ~~VII. Certificate of Exemption from Public School Attendance~~

424 ~~A. When the Board excuses a child from public school attendance pursuant to an~~
425 ~~exemption other than for homeschooling, the Board shall issue a certificate~~
426 ~~stating that the child is excused from attendance during the time specified on the~~
427 ~~certificate.~~

428 ~~B. When the Board excuses a child from attendance under the homeschool~~
429 ~~exemption, the Board shall annually issue a certificate excusing the child from~~
430 ~~attendance for the specified school year. The certificate shall be issued within 30~~
431 ~~days after the initial receipt of the signed affidavit filed by the child's parent or~~
432 ~~legal guardian pursuant to Subsection (2)(e) above. The Board shall issue~~
433 ~~additional certificates on or before August 1 of each year thereafter unless:~~

- 434 ~~1. the child enrolls in a District school~~
- 435 ~~2. the parent or legal guardian notifies the District that the child no longer~~
436 ~~attends a home school, or~~

437 3. ~~the parent or legal guardian notifies the District that the child's district of~~
438 ~~residence has changed.~~ [4]

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VIII. Reporting to the State Board of Education:

The District shall annually report to the State Board of Education (a) the number of absences with a valid excuse and (b) the number of absences without a valid excuse.

IX. School Efforts to Resolve Attendance Problems

- A. Parent(s) of all students in grades 1-12 shall be provided written notice from the school or district informing parents of Compulsory Education attendance laws and encouraging parental cooperation.

- B. A student registering in the school district during the school year shall be provided written notice explaining the school and school district's compulsory education policy.

- C. A student moving from one school to another within the same district may be provided written notice explaining the school and school district's compulsory education policy.

- D. The notice to parents shall also include a description of the appeals process for contesting a notice of truancy or contesting disciplinary action against a student under this policy.

- E. The District shall make reasonable efforts to promote regular attendance and resolve school absenteeism and truancy issues for its students, including the following, as deemed reasonably feasible by the Board or its designee in individual cases:
 - 1. counseling of the student by school authorities;
 - 2. issuing a Notice of Truancy to the student or notice of compulsory education violation to the student's parent;
 - 3. adjusting the curriculum and schedule if determined necessary to meet special needs of the student;
 - 4. considering alternatives proposed by the parent or legal guardian;
 - 5. incorporating attendance into the student's course score and grade if that is determined to be appropriate through an individualized plan developed by the student's parent and teacher with written consent from the parent and with the parent having the right to revoke the consent at any time;
 - 6. monitoring school attendance of the student;
 - 7. voluntarily participating in truancy mediation, if available;
 - 8. providing the student's parent or legal guardian, upon request, a list of resources available to assist the parent or legal guardian in resolving the student's attendance problems; and

481 9. enlisting the assistance of community and law enforcement agencies and
482 organizations for early intervention services as appropriate and
483 reasonably feasible and to the extent permitted under [Utah Code § 53G-](#)
484 [8-211](#).

485
486 F. This policy and related statute do not impose civil liability on the school district or
487 its employees.

488
489 G. Each school in the District shall establish procedures to promote regular
490 attendance and resolve school absenteeism and truancy issues which are
491 consistent with this policy. These procedures shall include processes to monitor
492 for chronic absenteeism and to implement interventions for students with chronic
493 absenteeism which are appropriate for the particular circumstances and needs of
494 the school's students and the school. District administration shall provide support
495 to schools in establishing procedures and in implementing efforts to promote
496 regular attendance

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498
499 **Legal References:**

500 [Utah Code § 53G-8-211](#).

501 [Utah Code § 53G-6-204 \(2024\)](#)

502 [Utah Code § 53G-6-203\(5\) \(2023\)](#)

503 [Utah Code § 53G-6-203\(2\) \(2023\)](#)

504 [Utah Code § 53G-6-202 \(2021\)](#)

505 [Utah Code § 53G-6-201\(11\) \(2024\)](#)

506 [Utah Admin. Rules R277-932-2\(4\) \(July 8, 2024\)](#)

507

508 **Board Approved:** August 13, 2013

509 Revised: June 13, 2023

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