



# STUDENT ATTENDANCE MANUAL

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## **INTRODUCTION**

The purpose of this Attendance Policy Handbook is to provide students, parents, schools, and teachers with a comprehensive explanation of the policy. Please refer questions and suggestions for future editions of this Handbook to the Educational Services Department.

NRS 392.122 (Appendix A) established that minimum attendance is required for promotion to the next grade. The Carson City School Board determined 90% of the available attendance opportunities as the minimum number of days for attendance in order to be promoted or to earn credit in a class. A student may be retained in elementary school and may fail a course in middle and high school if the student falls below the 90% minimum attendance days, no matter what the student's academic mark(s) in the grade/course may be. The entire attendance policy is available in Appendix B of this Handbook and on the website: [www.carsoncityschools.com](http://www.carsoncityschools.com).

Regular daily attendance is a critical component of the educational process. The attendance policy promotes high expectations for student attendance, but allows for certain reasonable absences. In addition, a student who misses class may be able to make up some of the schoolwork, but it is not possible to recover all of the learning that takes place in the classroom on a daily basis. School attendance for Kindergarten through grade 12 is essential to students' academic success and personal growth. Development of habits of punctuality, self-discipline, and responsibility are an integral part of the process of meeting and exceeding state and district academic standards. Students earn credit by being in attendance and by completing the work appropriate to that class. A student may not earn credit/be promoted if attendance falls below the 90% minimum attendance requirement.

Promptness is a recognized virtue in adult life. Even though missed instruction (tardiness) is not counted against a student's minimum attendance requirement it adversely affects the learning process. Missed instruction may affect the student's citizenship grade. Chronic missed instruction, excused or unexcused, may be referred for disciplinary action.

The school, to determine appropriate interventions, will review student absences. After site interventions have been exhausted, appropriate consequences will be administered consistent with District practices and State law.

Attendance is the shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community. The responsibility for implementing the attendance policy rests with the parent/guardian, student, teacher(s), and school.

This Handbook includes a list of the specific responsibilities of each of these groups as well as an Appendix including:

- The Nevada Revised Statute (applicable sections)
- The Carson City School Board Attendance Policy
- Definitions of absence/attendance terminology

- Types of absences/attendance codes
- Examples of "90% of the Opportunities to Attend..."
- Make-Up Work Policy
- Truancy Regulations
- Frequently Asked Questions (FAQs) and examples of attendance policy implementation problems/solutions
- Procedures for generating reports and procedures for appeals

## SUMMARY OF ATTENDANCE PROCEDURES

### ELEMENTARY

- ✓ Attendance taken twice daily
- ✓ 90% attendance measured in half days (morning session and afternoon session) for the year
  
- ✓ Teachers code AUK or T
- ✓ Maximum of 10 Circumstance whole day absences per year
- ✓ 19th Domestic, Unverified, Truant, or uncompleted make-up work results in retention\*
- ✓ Teacher provides make-up work per policy
- ✓ Teacher reviews, signs, & files Attendance Summary Report on a weekly basis

### MIDDLE SCHOOL

- ✓ Attendance taken each period
- ✓ 90% attendance measured by period by semester
  
- ✓ Teachers code AUK or T
- ✓ Maximum of 5 Circumstance absences per period per semester
- ✓ 10th Domestic, Unverified, Truant, or uncompleted make-up work results in course failure\*
- ✓ Teacher provides make-up work per policy
- ✓ Teacher reviews, signs, & files Attendance Summary Report on a weekly basis
  
- \*number may vary with modified schedule

### HIGH SCHOOL

- ✓ Attendance taken each period
- ✓ 90% attendance measured by period by semester
  
- ✓ Teachers code AUK or T
- ✓ Maximum of 5 Circumstance absences per period per semester
- ✓ 10th Domestic, Unverified, Truant, or uncompleted make-up work results in course failure\*
- ✓ Teacher provides make-up work per policy
- ✓ Teacher reviews, signs, & files Attendance Summary Report on a weekly basis
  
- \*number may vary with modified schedule

## **STUDENT RESPONSIBILITIES**

1. It is the student's responsibility to attend class all day, every day.
2. A student who is late arriving to school must check in at the office before reporting to class.
3. A student who leaves school early must check out at the office before leaving the school grounds.
4. If the student must miss an entire class period for any reason, it is the student's responsibility to see that a written/verbal excuse is provided to the school **prior to, during, or within three days after the absence**. Failure to do so within three days of the student's return to school will result in the absence being coded as Unverified (AUK) and will count against the 90% attendance requirement. For good cause, as determined by the Principal or his or her designee, which results in the delay in notification, the absence may be changed from AUK to the appropriate code.
5. If a student is late to class, the missed instruction will be coded as T (Unexcused Missed Instruction). If there is good cause for the missed instruction, it is the student's responsibility to provide the teacher with documentation for the reason the student was late (e.g. a pass from the office, counselor, or nurse.). If such documentation is presented, the teacher will notify the office and the office staff will change the T to EMI.
6. It is the student's responsibility to request make-up assignment(s) **ON THE DAY** he or she returns to class after an absence for work missed during the absence. It is the student's responsibility to abide by the school/teacher's procedures for when and how to request this work and when and how to make up exams and quizzes. The student has a limited number of days in which to return the make-up work (number of days absent plus one, including the day the work was provided by the teacher). Failure to request/complete/return make-up work within the required timeline will change a Circumstance (CIR) absence to a Domestic (DOM) absence and will count against the 90% attendance requirement. Only a Circumstance or Medical absence may be changed for failure to make-up work; however, any work that is not completed will affect the student's academic grade in the class, no matter what the cause of the absence.
7. A student who misses any part of a class is responsible for making up any scheduled class work, tests, or quizzes that were assigned while the student was not in class. It is the student's responsibility to request make-up assignment(s) for work missed and to abide by the school/teacher's procedures for when and how to request this work and when and how to make-up exams and quizzes. Any work that is not completed will affect the student's academic grade in the class, no matter what the cause of the missed instruction. Missed instruction may also affect the citizenship grade.
8. Each student should communicate regularly with his or her teacher(s) and parent/guardian regarding concerns about his or her attendance record. Any concerns must be addressed in a timely manner.

## **PARENT/GUARDIAN RESPONSIBILITIES**

1. It is the responsibility of each student's parent/guardian to assure the student attends school every day.
2. Parents/guardians should make every reasonable effort to schedule medical appointments, legal appointments, vacations, and other activities for times outside the student's school day.
3. If the student must miss class for any reason, it is the parent/guardian's responsibility to see that a written/verbal excuse, explaining the cause for the absence, is provided to the school **prior to, during, or within three days after an absence**. If the parent/guardian does not notify the school of the reason for the absence within three days after the student returns to school, the absence will remain as Unverified (AUK) and will count against the 90% attendance requirement. For good cause, as determined by the Principal or his or her designee, which results in the delay in notification, the absence may be changed from AUK to the appropriate code. **Please note that just because a parent/guardian provides a verbal or written excuse, the absence is not necessarily approved.**
4. Parents/guardians are strongly advised to telephone the school each day a student is absent to acknowledge his or her absence on that day to ensure the child's safety.
5. If the student has any health problems that have been verified by a medical professional and which may result in lengthy/chronic absences from school, the parent/guardian is requested to notify the school in writing and provide the note from the health care professional. It may be advisable to seek an alternative placement (e.g. Home Bound) for students who will miss a great deal of school. If a note is provided from a health care provider, the absence will be coded as EMD. If the parent/guardian provides the note, the absence will be coded as MED.
6. If the student exceeds the 90% rule and the parents/guardians believe that they have reasons for an appeal, they should request a Final Appeal of Failure due to the 90% Attendance Rule (see Appendix-M (awaiting Infinite Campus Conversion)).
7. Approval for pre-arranged absences must be requested from the site administrator at least two school days in advance of the absence. Extended pre-arranged absences require more advanced notice. **NOTE:** Although a parent/guardian may pre-arrange absences longer than ten days, for which the student will not be considered truant, the District will count those as days as missed for purposes of the 90% absence rule.
8. It is the responsibility of the parent/guardian to communicate regularly with his or her student and the student's teacher(s) regarding attendance issues/concerns and to attend conferences relating to attendance when requested by the school. Any concerns must be addressed according to protocol (see Appendix L, #5) and in a timely manner.

## **SCHOOL RESPONSIBILITIES**

It is the school's responsibility to:

### **1. MAINTAIN ACCURATE/CONSISTENT ATTENDANCE RECORDS**

- ✓ Enter attendance codes other than AUK, EMI, and T within five days of a student's absence from school.
- ✓ Enter some attendance codes (e.g. SUS, SCH, AEL) into IC in advance of the absence if the office staff has received documentation of the reason for the absence.
- ✓ Develop and implement a procedure to maintain documentation for the reason entered into IC for each student's absence. The documentation will include parent/guardian notes, records of verbal excuses, etc. This documentation must be readily accessible, may be inspected/requested at any time by CCSD or NDE staff, and must be maintained for a minimum of two years.
- ✓ Keep copies of all attendance records, including the Attendance Summary Reports (ASR) for a minimum of two years.  
NOTE: Each site will decide who maintains these copies and where they are kept.
- ✓ Provide two copies of the student's daily attendance report when a student leaves one school to transfer to another school during the school year. One copy will be attached to the student's withdrawal papers and one copy will go into the student's cumulative folder to be forwarded to the new school.
- ✓ Expect a copy of the attendance record to accompany the student when a student transfers into a CCSD school from another CCSD school during the school year. If that record is not available, the new school must phone the previous school and request that the information be faxed to the secretary/registrar as soon as possible.
- ✓ Create an attendance file for each new student and put a copy of the student's attendance record from his or her previous school into the file. The school may want to enter pertinent attendance information into the discipline section of the student's IC file. Each of the student's new teachers should also be informed of the student's withdrawal grade(s) (letter grades and percentages), if applicable, and the student's attendance record for that grade/course.

### **2. COMMUNICATE WITH PARENTS/GUARDIANS, STUDENTS, AND STAFF WITH REGARD TO THE ATTENDANCE POLICY**

- ✓ Inform parent/guardian of each enrolled student that the parent/guardian and the student are required to comply with the provisions governing attendance and truancy per NRS 392.040 through 392.160.
- ✓ Inform parent/guardian of each enrolled student of the CCSD attendance policy and its implementation.
- ✓ Notify parent/guardian in writing of the possible denial of credit or promotion due to lack of attendance.
- ✓ Notify the parent/guardian in writing of the process for Administrative Review of Absences.
- ✓ Determine at which point medical absences without a health care provider's documentation have become excessive. The site administrator may request a conference with the parent/guardian and student to discuss the matter and/or depending on the situation, choose to follow any of the steps suggested in this policy.
- ✓ Inform parent/guardian regarding unverified absences, excessive absences, and/or known

- or suspected truancies.
- ✓ Provide in-service for staff members regarding the attendance policy and procedures, including those situations determined at the site.
- ✓ Field calls from parents/guardians regarding student absences.
- ✓ Initiate calls to check on a student's absence if the parent/guardian has not made a contact. An attempt to contact the parent/guardian should be made on the day of the student's unverified absence.
- ✓ Change the MED code to DOM, if notified by the teacher that the make-up work was not completed.
- ✓ Indicate on academic warning notices, progress reports, and/or report cards information regarding absences and missed instruction that may impact a student's progress.

**3. COUNSEL/DISCIPLINE STUDENTS WITH EXCESSIVE PERIODS OF MISSED INSTRUCTION AS WELL AS THOSE WITH EXCESSIVE ABSENCES**

- ✓ The school will review cases of chronic absenteeism and/or missed instruction to determine appropriate intervention (see FAQ # 45). NRS 392.144 states that if "a pupil has one or more unapproved absences from school, the school in which the pupil is enrolled shall take reasonable actions designed, as applicable, to encourage, enable, or convince the pupil to attend school."
- ✓ The school administration shall request a parent/guardian, student, school personnel conference to discuss causes and solutions for a student's attendance problems.
- ✓ The school nurse may contact the family to verify illness and/or provide assistance for a student who has missed four or more days per quarter or four or more periods in the same class per quarter because of illness.
- ✓ Each school will recommend qualified students for a timely entry into the district's Home Bound Program.
- ✓ Each school will refer students with chronic attendance problems to the Ron Wood Center for investigation and disposition. This will be accomplished through use of Infinite Campus.
- ✓ Each school will advocate for students who have legitimate absences for illness but do not have parent/guardian communication with the school.

**4. DEVELOP AND IMPLEMENT PROCEDURES FOR VARIOUS ATTENDANCE SITUATIONS**

- ✓ Run appropriate IC attendance reports to track student absences, excused and unexcused missed instruction, etc.
- ✓ Develop the procedure by which the student is to request make-up work (verbally or in writing, at the beginning or end of the class period, at the end of the school day, etc.).
- ✓ Develop consequences for chronic, excessive, and/or unverified absences that are not due to school business. (see FAQ # 45 for suggested consequences.)  
NOTE: These consequences must not include a grade reduction simply because the student was absent. Grades will be reduced only if the student fails to complete make-up work.
- ✓ Develop a procedure by which a student or parent/guardian may appeal a failing grade or denied promotion due to attendance. This procedure must comply with the guidelines described in Appendix L.
- ✓ Develop a procedure by which a student or parent/guardian may request a Final Appeal of Absences.

- ✓ Develop attendance incentive programs as well as programs of positive recognition of students who have good attendance habits.
- ✓ Continue to work on the development of partnerships with the business community to assist in encouraging students to attend school.

**5. VERIFY ATTENDANCE REPORTS**

- ✓ Require and/or produce ASR. These reports must be run weekly.  
NOTE: Each site will decide who will run these weekly.
- ✓ Verify at a minimum, on a monthly basis, that teachers are signing the ASR.
- ✓ Run the classroom monitor daily to verify that all teachers are taking attendance each class/session.

**6. RETAIN (FAIL) STUDENT WHO HAS NOT MET THE 90% MINIMUM ATTENDANCE REQUIREMENT**

The teacher/school will have been in contact with the student and parent/guardian regarding attendance concerns well in advance of this consequence. A student or parent/guardian who chooses to appeal this decision must follow the school procedures (see also Appendix L).

NOTE: The Educational Services Department will provide the following on an annual basis:

1. Attendance Handbook (revised as needed);
2. Training regarding the attendance policy and procedures as required;
3. Chart with the number of days constituting "90% of the available opportunities to attend" at each school;
4. Template letters for schools to use with parent/guardian, in school newsletters, for truancy situations, etc. (see Appendix M);
5. Communication with the media regarding the attendance policy;
6. Reports to the CCSD Board of Trustees.

# **TEACHER RESPONSIBILITIES**

The following procedures are each secondary and elementary teacher's responsibility.

## **1. ON A DAILY BASIS:**

- ✓ Enter student attendance into IC during the first 15 minutes of each period and block for secondary schools. For elementary schools enter student attendance into IC during the first 15 minutes of each morning and afternoon session. Any student not in attendance at the beginning of the session should be marked absent = AUK.  
NOTE: After taking attendance each session, the teacher must click save to finish. It is important to be certain access to the Seating Chart/Attendance is NOT left open.
- ✓ Even if no student is absent/missing instruction, the teacher must click on the attendance screen each session to verify that attendance was taken that session.
- ✓ For secondary schools only: If a student enters class late or leaves early the student is marked tardy (T), and indicating in the comment field EMI if it is an excused tardy.
- ✓ For elementary schools only: If the student enters class before 1/3 of the session is over, the AUK must be changed to EMI or T, indicating the student has missed instruction and whether the time missed is excused (EMI) or unexcused (T).  
NOTE: A student who is late to class is presumed T (unexcused) unless he or she provides evidence to the teacher that the missed instruction should be excused.
- ✓ For elementary schools only: If a student enters a session after 1/3 of the session period or leaves a session with more than 1/3 of the session remaining, the teacher must change the attendance field to AUK, indicating the student was not present for at least 2/3 of the session.

## **2. KEEP DOCUMENTATION:**

- ✓ Review and sign the ASR on a weekly basis to verify student absences.
- ✓ Teachers must only use the CCSD legend of symbols approved by the Superintendent of Public Instruction. (see Appendix E)
- ✓ Maintain copies of the ASRs.  
NOTE: Each school site will determine where these records are kept.
- ✓ Inform the office if the student fails to return make-up work so that the office may change the code to DOM, if applicable.
- ✓ Keep a record of student assignments, including the date the assignment was made/returned. This can be an important resource during an audit.
- ✓ The IC system is the official attendance record. All codes other than those described above must be entered/revised in the office.

## **3. PROVIDE MAKE-UP WORK:**

Within two days of the student's return to class, the teacher must provide make-up work, regardless of the reason for the absence/missed instruction. See Appendix G for a description of the Make-Up Work Policy.

4. **COMMUNICATE:**

Each teacher should communicate regularly with the student and his or her parent/guardian as well as the school administration about concerns regarding the student's attendance record.

5. **RETAIN STUDENT (ELEMENTARY):**

The student must be retained if he or she has not attended school a minimum of 90% of the time (Domestic, Truancy, and/or Unverified absences). The teacher/school will have been in contact with the student and his or her parent/guardian regarding attendance concerns well in advance of this consequence. Appeals for retention due to attendance must be made to the principal (Appendix L).

6. **ASSIGN A FAILING GRADE (MIDDLE AND HIGH SCHOOL)**

If the student has not attended class a minimum of 90% of the time (Domestic, Truancy, and/or Unverified absences) he or she will fail the course. The teacher/school will have been in contact with the student and parent/guardian regarding attendance concerns well in advance of this consequence. Appeal for class failure due to attendance must be made to the principal (Appendix L).

7. **ASSIGN A FAILING GRADE (MIDDLE AND HIGH SCHOOL)**

If the student has not attended class a minimum of 90% of the time (Domestic, Truancy, and/or Unverified absences) he or she will fail the course. The teacher/school will have been in contact with the student and parent/guardian regarding attendance concerns well in advance of this consequence. Appeal for class failure due to attendance must be made to the principal (Appendix L).

## **APPENDIX A: Nevada Revised Statute 392.122**

NRS 392.122 Minimum attendance requirements; school district authorized to exempt medical absences from requirements; notice and opportunity for parent to review absences before credit or promotion is denied; information to parents concerning duty to comply. [Effective January 1, 2011.]

**1.** The board of trustees of each school district shall prescribe a minimum number of days that a pupil who is subject to compulsory attendance and enrolled in a school in the district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade. The board of trustees of a school district may adopt a policy prescribing a minimum number of days that a pupil who is enrolled in kindergarten or first grade in the school district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade.

**2.** For the purposes of this section, the days on which a pupil is not in attendance because the pupil is absent for up to 10 days within 1 school year with the approval of the teacher or principal of the school pursuant to [NRS 392.130](#), must be credited towards the required days of attendance if the pupil has completed course-work requirements. The teacher or principal of the school may approve the absence of a pupil for deployment activities of the parent or legal guardian of the pupil, as defined in [NRS 392C.010](#). If the board of trustees of a school district has adopted a policy pursuant to subsection 5, the 10-day limitation on absences does not apply to absences that are excused pursuant to that policy.

**3.** Except as otherwise provided in subsection 5, before a pupil is denied credit or promotion to the next higher grade for failure to comply with the attendance requirements prescribed pursuant to subsection 1, the principal of the school in which the pupil is enrolled or the principal's designee shall provide written notice of the intended denial to the parent or legal guardian of the pupil. The notice must include a statement indicating that the pupil and the pupil's parent or legal guardian may request a review of the absences of the pupil and a statement of the procedure for requesting such a review. Upon the request for a review by the pupil and the pupil's parent or legal guardian, the principal or the principal's designee shall review the reason for each absence of the pupil upon which the intended denial of credit or promotion is based. After the review, the principal or the principal's designee shall credit towards the required days of attendance each day of absence for which:

(a) There is evidence or a written affirmation by the parent or legal guardian of the pupil that the pupil was physically or mentally unable to attend school on the day of the absence; and

(b) The pupil has completed course-work requirements.

**4.** A pupil and the pupil's parent or legal guardian may appeal a decision of a principal or the principal's designee pursuant to subsection 3 to the board of trustees of the school district in which the pupil is enrolled.

**5.** The board of trustees of a school district may adopt a policy to exempt pupils who are physically or mentally unable to attend school from the limitations on absences set forth in subsection 1. If a board of trustees adopts a policy pursuant to this subsection:

(a) A pupil who receives an exemption pursuant to this subsection is not exempt from the minimum number of days of attendance prescribed pursuant to subsection 1.

(b) The days on which a pupil is physically or mentally unable to attend school must be credited towards the required days of attendance if the pupil has completed course-work requirements.

(c) The procedure for review of absences set forth in subsection 3 does not apply to days on which the pupil is absent because the pupil is physically or mentally unable to attend school.

**6.** A school shall inform the parents or legal guardian of each pupil who is enrolled in the school that the parents or legal guardian and the pupil are required to comply with the provisions governing the attendance and truancy of pupils set forth in [NRS 392.040](#) to [392.160](#), inclusive, and any other rules concerning attendance and truancy adopted by the board of trustees of the school district.

(Added to NRS by 1997, 2488; A [1999, 3454](#); [2003, 1341](#); [2005, 94, 521](#); [2009, 2622](#), effective January 1, 2011)

## **APPENDIX B: Board Policy**

### **BOARD POLICY ATTENDANCE AND TRUANCY**

#### **PURPOSE**

The Board of Trustees believes in order to graduate from high school and be career or college ready, all students must have positive conditions for learning. Good attendance is crucial for optimal learning. This attendance policy is designed to keep students in school and provide them access to the curriculum. This policy and the associated regulations shall describe the guidelines regarding student attendance and truancy in a manner consistent with the requirements of the Nevada Revised Statutes and the Nevada Administrative Code. School administrators shall assist with the implementation of programs designed to reduce truancy and work with teachers, students, families, and the School Attendance Review Board to help identify the causes and reduce the instances of truancy, and to help assure that the review and processing of issues involving truancy are fairly processed and designed to encourage attendance.

#### **POLICY**

1. Students will be provided an educational environment that is positive and promotes attendance to move forward to graduation.
2. Schools will partner with families to help remove barriers to promote attendance for the student to move forward to graduation.
3. Schools will work with students to get an understanding of the barriers they may be experiencing at school or at home and help build a plan of action to promote attendance so students can move forward to graduation.
4. The Board of Trustees has determined a minimum student attendance of 90% shall be required for promotion to the next grade or for earning credit.
5. Schools will work with community resources and the School Attendance Review Board to help encourage regular school attendance, avoid truancy and process violations fairly.

#### **PROCEDURE**

The Educational Services Department shall establish procedures for monitoring and reporting student attendance as prescribed by the laws of the State of Nevada and the regulations of the Nevada State Department of Education.

This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying documents.

## **APPENDIX C: Definitions**

### **90%**

Students must attend school at least 90% of the number of opportunities he or she has to attend during a semester (MS, HS) or year (ES). The actual number of opportunities to attend which constitute 90% will vary between high schools on block or modified block schedules (see Appendix F). Each fall the Educational Services Department will determine the minimum number of days required at each school.

### **ABSENCE EXCUSE**

It is the parent's/guardian's responsibility to provide the school with a note or verbal excuse verifying each student absence. **Excuses may be provided in advance (minimum two days required for pre- arranged absences), on the day of the absence, or within three days of the student's return to school.** The school office will change the Unverified (AUK) absence to reflect the reason for the absence. If the parent/guardian does not notify the school of the reason for the absence within three days after the student returns to school, the absence will remain as AUK and will count against the 90% attendance requirement. **In addition, all AUK absences will be considered trancies and may result in Student Attendance Review Board action.** If legitimate reasons, as determined by the principal or his or her designee, caused the delay in notification, the absence may be changed from AUK to the appropriate code. The school will maintain a file documenting written and verbal absence excuses for a minimum of two years. **Please note that just because a parent/guardian provides a verbal or written excuse, the absence is not necessarily approved.**

### **ABSENT**

A student is absent if he or she is not in class when the session/class period begins. The teacher will notify office staff to change this code to EMI or T if circumstances apply (see Excused Missed Instruction and Unexcused Missed Instruction below). Code = AUK

### **ALTERNATIVE EDUCATIONAL LOCATION**

A student was absent from class because he or she is actually in the hospital or if he or she has temporarily been assigned to Murphy Bernardini or the Home Bound program. These absences do not count against the 90% attendance requirement. Code = AEL

### **APPEAL**

A student who will fail or will not be promoted to the next grade level because he or she has absences in excess of 90%, or the student's parents/guardians, may appeal this decision if the student is able to pass the course or be promoted to the next grade level. The decision of the principal and supervising administrator is final. These absences do not count against the 90% attendance requirement. Code = APP

### **ATTENDANCE RECORD**

The attendance record for each student will follow that student if he or she changes schools or classes within the Carson City School District (see School Responsibilities #1).

### **CHRONIC ABSENTEEISM**

Chronic absenteeism or missed instruction is defined as any student who is absent or has missed instruction for any reason for more than four days or class periods in the same class during a school quarter and who continues to be absent during subsequent quarters. Chronic absenteeism/missed instruction will be reviewed by the school to determine appropriate interventions.

### **ATTENDANCE SUMMARY REPORT (ASR)**

This summary report displays weekly class attendance. This report must be run weekly and signed by the teacher to verify its accuracy. This report provides the grade levels, Es and Ws. It is the teacher/school's responsibility to maintain a file of the ASR for a minimum of two years.

### **CIRCUMSTANCE ABSENCE**

The student was absent from class for reasons that are not within the student/parent/guardian's control. Such absences may include religious observations, legal, bereavement, pre-arranged, family business, personal business, or emergencies. The first five per semester (MS, HS) or ten per school year (ES) Circumstance absences do not count against the 90% attendance requirement, provided the student requests/completes/ returns all make-up work. Circumstance absences are changed to DOM and do count against the 90% attendance requirement if make-up work is not requested/completed/returned or if the number of Circumstance absences exceeds the maximum allowed. Code = CIR

### **CLASS PERIOD**

Period of time in one class in middle and high school; times will vary in length.

### **CONFIRMED TRUANCY**

A parent/guardian may report the student absent without permission, or confirm the student's absence without permission after the school informs the parent/guardian of the student's unverified absence. The code is changed to CT. Truancy absences do count against the 90% attendance requirement. Code = CT

### **DOMESTIC**

The student was absent from class for reasons within the student/parent/guardian's control. Domestic absences do count against the 90% attendance requirement. Students exceed the number of days (more than five per semester for MS and HS, ten per school year for ES students) for "Circumstance" reasons or who fail to request/complete/return make-up assignments will have those absences considered as Domestic. Other Domestic absences include appointments or activities which could have been scheduled outside of the school day or situations such as: student overslept and stayed home, student missed the bus and stayed home, student stayed home to baby-sit, car trouble kept the student from attending school, attendance at ski school, student went to work with parent/guardian, etc. Code = DOM

### **EXCUSED MISSED INSTRUCTION**

A student enters class late or leaves early with a legitimate excuse (middle/high school). A student enters class late or leaves early and attends more than 2/3 of a session with a legitimate

excuse (elementary). It is the student's responsibility to provide, in a timely manner, evidence the missed instruction was due to a valid reason (e.g. notes from the office, counselor, or nurse). Chronic missed instruction, excused or unexcused, may be referred for disciplinary action.

Code - EMI

### **FAMILY BUSINESS**

The student was absent from class due to family business that is outside of the immediate control of the family or due to appointment/activities that cannot be scheduled outside the school day.

Examples of Family Business might be sick relative or fiscal matters other than those which are legal or medical in nature. These absences do not count against the 90% attendance requirement; however, these CIR absences are changed to DOM and do count against the 90% attendance requirement if make-up work is not requested/completed/returned or if the number of Circumstance absences exceeds the maximum allowed. Code = CIR

### **FULL-DAY ABSENCE**

In elementary school attendance is taken twice a day. IC will automatically calculate two half-day session absences as one full-day absence. The term does not apply to middle and high school students.

### **HABITUAL TRUANT**

A habitual truant is any student who has been declared truant three or more times within one school year. Any student who has once been declared a habitual truant and who, in an immediately succeeding year, is absent from school without written approval may again be declared a habitual truant. The principal is required by law to follow district procedures in reporting any student who is a habitual truant. (NRS 392.040)

### **HALF-DAY ABSENCE**

In elementary school, attendance is taken twice a day. A student who is present less than 2/3 of either the morning session or the afternoon session is considered absent for a half-day (see definition for SESSION). This term does not apply to middle or high school students.

### **INFINITE CAMPUS (IC)**

This is the computer program used by the district to record and maintain all student information. IC is considered the official record for the purposes of attendance and grade books.

### **LEGAL**

The student was absent from class due to an appointment in court or with an attorney or law enforcement officer. These absences do not count against the 90% attendance requirement; however, these CIR absences are changed to DOM and do count against the 90% attendance requirement if make-up work is not requested/completed/returned or if the number of Circumstance absences exceeds the maximum allowed. CODE=CIR

### **MAKE-UP WORK**

Students will be provided with the opportunity to request and complete scheduled exams, quizzes, class work and/or homework that is missed due to a student's absence or for periods of

missed instruction for any reason. Activities that are participatory and contributive in nature may be difficult to make up and alternative tasks may be provided for such work. Failure to request or return completed make-up work and missing work that cannot be made up will result in a grade reduction for the missed work. A Circumstance (CIR) absence for which make-up work is not requested/ completed/returned will be changed to a Domestic (DOM) absence.

### **MEDICAL**

The student was absent from class because he or she was ill, was being treated by a medical professional, was at a medical appointment, or had lice. Medical attendance codes are only used for students who miss the entire class session/period for this reason. If medical absences have become excessive, the site administrator may follow the steps as recommended in this policy. Medical absences do not count against the 90% attendance requirement.

There are two types of Medical codes:

**EMD = A medical professional has provided a note stating that the student received treatment or is ill.**

**MED = The parent/guardian has provided a note stating that the student was ill.**

### **MISSED INSTRUCTION (TARDINESS)**

An elementary student has missed instruction if he or she is present for greater than 2/3 but less than 100% of a session (morning or afternoon). For example, if the student arrives before 1/3 of the session is over or if the student leaves a session after he or she has attended at least 2/3 of the session period, the student has missed instruction. A middle school or high school student has missed instruction if he or she arrives before the end of the period or if the student leaves anytime during the class period. Missed instruction will be coded as T (unexcused) unless the student provides, in a timely manner, evidence the missed instruction was due to a valid reason. At that point, the teacher will notify office staff to change the code to EMI. Chronic missed instruction, excused or unexcused, may be referred for disciplinary action. Missed instruction is not an absence. Code = EMI or T

### **NO CREDIT**

In middle school and high school, failure of any course means the student will not earn credit for the course.

### **OFFICIAL RECORD BOOK**

IC is the official record book for attendance/auditing purposes.

### **PERSONAL BUSINESS**

The student was absent from class due to the student's personal business that is outside the immediate control of the student/parent/guardian or personal appointments/activities which cannot be scheduled outside the school day such as an employment interview, driver's license, or non-school/district sponsored competition or athletic activity. These absences do not count against the 90% attendance requirement; however, these CIR absences are changed to DOM and do count against the 90% attendance requirement if make-up work is not requested/completed/returned or if the number of Circumstance absences exceeds the maximum allowed. Code = CIR

### **PRE-ARRANGED**

When advanced notification of the student's absence is provided to the school, an absence may be considered pre-arranged. A minimum of two days in advance is required for the absence to be pre-arranged, longer if the absence is for an extended period. If a note is sent after the student returns to school, the absence may be considered as Family Business. These absences do not count against the 90% attendance requirement; however, these CIR absences are changed to DOM and do count against the 90% attendance requirement if make-up work is not requested/completed/returned or if the number of Circumstance absences exceeds the maximum allowed. Code = CIR

### **RETENTION**

A student who does not meet the 90% attendance requirement will be retained in grades K-5.

### **SCHOOL ACTIVITY**

An activity sponsored by the school or school district that is part of the school/school district program and is personally supervised by a school/school district employee is a School Activity. These absences do not count against the 90% attendance requirement. Code = SCH

### **SESSION**

In elementary school the period from the beginning of school through lunch is the morning session and the period after lunch through the end of the school day is the afternoon session. The student is considered absent if he or she is not in attendance for at least 2/3 of a session. Each session counts as one-half day. If a site has an early release day and the student does not attend any part of the afternoon session, the student would be marked missed instruction or absent (depending on the length of time for that session.)

### **SUSPENSION**

A student is suspended if he or she is administratively removed from class. This includes in-school and out of school suspensions. These absences do not count against the 90% attendance requirement.

There are two types of Suspension codes:

**ISS = In-school suspension**

**SUS = Out of school suspension**

### **TRUANCY**

A student is truant if he or she is absent without approval from either the school or the parent/guardian (see Appendix I). A student may be considered truant for missing all or part of a school day. These absences do count against the 90% attendance requirement. Code CT (Confirmed Truancy) or CTL (Truancy Letter Sent).

**Note – All AUK absences will be considered trancies.**

### **TRUANCY LETTER**

Schools will inform parent/guardian of each truancy by sending a letter to the parent/guardian. The fourth truancy letter will be a certified letter.

### **UNEXCUSED MISSED INSTRUCTION (TARDINESS)**

A student enters class late or leaves early without a legitimate excuse (middle/high school). A student enters class late or leaves early and attends more than 2/3 of a session without a legitimate excuse (elementary). Missed Instruction is presumed unexcused unless evidence is provided, in a timely manner that the missed instruction was due to a valid reason. Chronic missed instruction, excused or unexcused, may be referred for disciplinary action. Code = T

### **UNVERIFIED**

The student's absence is unknown or unverified. This code will be changed if appropriate documentation is received, in a timely manner, regarding the reason for the student's absence. These absences do count against the 90% attendance requirement. Code = AUK

**Note – All AUK absences will be considered trancies.**

## **APPENDIX D: ATTENDANCE CODES**

IC is the Official Record Book for auditing purposes. Teachers must verify student attendance by signing an ASR on a weekly basis.

The following codes will be used by teachers in IC to identify student absences: AUK and T.

IC code:  
**AUK**

MEANS:

Absent. The student is not in class when the class period/session begins and the reason for the absence is unknown or unverified at the time. An elementary student is AUK (absent) if he or she is present for less than 2/3 of the session. A middle or high school student is AUK (absent) if he or she is not in class at any time during the class period. The school office will change this code if the student presents an excuse by his or her parent/guardian within the designated time period. AUK absences do count against the 90% minimum attendance requirement. **Note – All AUK absences will be considered truancies.**

**T**

Unexcused Missed Instruction (tardy). A student enters class late or leaves early without a legitimate excuse. An elementary student has missed instruction if he or she is present for greater than 2/3 but less than 100% of the session (morning or afternoon). A middle or high school student has missed instruction if he or she arrives before the end of the class period or leaves anytime during the class period. Missed Instruction is presumed unexcused unless appropriate documentation is presented to the teacher that the missed class time is excused. Unexcused missed instruction is not an absence. Make-up work is required.

**The following codes are entered into IC only by the school/office.**

**EMI**

Excused Missed Instruction (tardy). If a student enters class late or leaves early, he or she has missed instruction. An elementary student has missed instruction if he or she is present for greater than 2/3 but less than 100% of the session (morning or afternoon). A middle or high school student has missed instruction if he or she arrives before the end of the class period or leaves anytime during the class period. It is the student's responsibility to provide, in a timely manner, evidence the missed instruction is due to a valid reason. (e.g. pass from the office, counselor, or nurse.). If evidence is provided that the class time missed is due to a legitimate reason, the missed instruction is considered excused. Excused missed instruction is not an absence. Make-up work is required. Teachers must enter EMI and only EMI in the comment field in order for the office staff to convert T to EMI on the day of the occurrence. To change T to EMI after the day of occurrence requires that the

teacher notifies the office staff to make the change from T to EMI (via e-mail.)

**EMD** Medical. Verbal or written documentation is provided by a health care professional that the student was absent because he or she was ill or because he or she had a medical appointment. EMD is only used for full session/period absences and will be entered by teachers at some elementary and middle schools (site decision). EMD absences do not count against the 90% attendance requirement. EMD absences will be changed to DOM if the teacher notifies the office that the student failed to make-up the work.

**MED** Medical. Verbal or written documentation is provided by the parent/guardian that the student was absent because he or she was ill or if the student was out of school because of lice. MED is only used for full session/period absences and will be entered by teachers at some elementary and middle schools (site decision). MED absences do not count against the 90% attendance requirement. MED absences will be changed to DOM if the teacher notifies the office that the student failed to make-up the work.

**AEL** Alternative Educational Location. Used if the student is in Murphy Bernardini or the Home Bound Program. These absences do not count against the 90% attendance requirement.

**APP** Appeal. Used if the student exceeded the 90% attendance rule and the principal and supervising administrator approved an appeal. These absences do not count against the 90% attendance requirement.

**CIR** Circumstances. The first five per semester (HS) or ten per school year (MS, ES) absences for one of the following reasons do not count against the 90% attendance requirement, provided the student makes up work missed during the absence:

Religious Observations

Legal

Bereavement

Pre-Arranged

Family Business

Personal Business

Emergencies

Circumstance absences change to DOM if the student does not request/complete/return make-up work.

<b>DOM</b>	Domestic. Absences for domestic reasons <u>do count</u> against the 90% attendance requirement. Domestic absences are circumstance absences after five per semester (HS) or ten per school year (MS, ES), or other situations where a student misses school due to situations which are within the control of the student or parent/guardian (see definition Appendix C). Circumstance and Medical absences will be changed to DOM if the student does not request/complete/ return make-up work within the designated timeline.
<b>SCH</b>	School Activity. Used if the student misses an entire class period/session because of a school-sponsored activity. These absences <u>do not count</u> against the 90% attendance requirement
<b>NCU</b>	Parent/Guardian Note/Call After 3 Days. This code is to be used when a parent/guardian calls or sends a note after the 3 day window has passed to excuse a student. NCU is an unexcused attendance code and <u>does count</u> against the 90% attendance requirement.
<b>ISS</b>	In-School Suspension. These absences <u>do not count</u> against the 90% attendance requirement.

**SUS** Out of School Suspension. These absences do not count against the 90% attendance requirement.

**TRU** Truancy (CT/CTL). Student is absent without permission from either the school or the parent/guardian. These absences do count against the 90% minimum attendance requirement.  
**Note – All AUK absences will be considered truanics.**

**CTL** Truancy letter sent to parent/guardian. These absences do count against the 90% attendance requirement.

## **APPENDIX E: IC REPORT TITLES and CODES**

### **Carson City School District Legend of Monthly and Weekly Attendance Enrollment & Symbols 2016– 2017**

The “Reason Types” and “Codes” in IC are hard-coded and cannot be changed to reflect all of the attendance policy definitions. A number of reports are run by reason codes, including reports to parents. Following is a list of attendance codes which appear on reports to parents and a list of IC report titles and what they mean in relation to the attendance policy.

<b>TITLE</b>	<b>Infinite Campus Code</b>	<b>Daily Attendance</b>
Unverified	AUK	Unexcused
Appeal	APP	Excused
Medical (Dr. note)	MED	Excused
Medical (Parent note)	EMD	Excused
Excused Missed Instruction	EMI	Excused
Unexcused Missed Instruction	T	Unexcused
Circumstance	CIR	Excused
Domestic	DOM	Unexcused
Parent Note/Call After 3 Days	NCU	Unexcused
School Activity	SCH	Exempt
In-School Suspension	ISS	Exempt
Out of School Suspension	SUS	Exempt
Confirmed Truant	CT	Unexcused
Confirmed Truancy Letter	CTL	Unexcused
Alternative Educational Location	AEL	Exempt

Not Enrolled	N/E	
Present	-	
Emergency Closure (Not Weather Related)	EMG	Exempt
Other Holiday	OH	Exempt
Inclement Weather	SI	Exempt
In Service	IS	Exempt
Spring Break	SH	Exempt
Parent-Teacher Conference	PT	Exempt
Class Not In Session	(No symbol)	

IC TITLE REPORT

MEANS:

"Unverified"

AUK (unverified), reason not known  
absence counts against 90% rule

"Excused"

APP, CIR, EMD, MED (appeal, circumstance, doctor's  
medical, medical absences) absence does not  
count against 90% rule

"Unexcused"

DOM, CT, CTL, NCU  
(domestic, truancies, parent note/call after 3 days,)  
absence counts against 90% rule

"Exempt"

SCH, SUS, ISS, AEL (school business, suspensions,  
alternative educational location) absence does  
not count against 90% rule

"Excused Tardy"

EMI (excused missed instruction)  
missed instruction is not an absence

"Unexcused Tardy"

T (unexcused missed instruction)  
missed instruction is not an absence

**APPENDIX F:**  
**Examples of "90% of the Opportunities to Attend"**

Each fall the Educational Services Department will determine, for EACH school, the number of days constituting "90% of the opportunities to attend." Elementary schools will determine the number of minutes in each session at that site which constitutes 2/3 of the session.

NOTE: 90% of the opportunities to attend for students who enter a Carson City school from outside the county will be 90% of the days from the date of enrollment to the end of the school year.

**1. Elementary school with 180 school days:**

A student will be retained on the 20<sup>th</sup> day of combined Domestic, Unverified, and/or Truant absences (including Circumstance and Medical absences changed to Domestic due to failure to make up schoolwork).

**2. Middle and High schools with 90 class meetings per semester:**

A student will fail a class on the 10th day of combined Domestic, Unverified, and/or Truant absences (including Circumstance and Medical absences changed to Domestic due to failure to make up schoolwork).

## **APPENDIX G: MAKE-UP WORK**

1. Students will be provided the opportunity to request and complete work missed due to absence from school/class for any reason, including missed instruction (excused or unexcused), truancies, and suspensions. Not all work, especially work that is participatory and contributive in nature, can be made up. At the discretion of the teacher, alternative work may be provided for these activities.
2. It is the student's responsibility to request make-up work **ON THE DAY** he or she returns to school/class after an absence or **ON THE DAY** the student has missed instruction because he or she entered class late or left early. Each site will determine the method/time frame in which the student may request work (e.g. beginning of the period, end of the day, completing a form requesting the work, etc.). This may be a site decision or the site may determine that each teacher may establish and post his or her own policy within the district's time frame for requesting and returning the make-up work. It is the student's responsibility to abide by the school/teacher's procedures for when and how to request this work and when and how to make up exams and quizzes.
3. A student will have a minimum of the number of days/periods he or she was absent plus one from the day he or she receives the assignment(s) from the teacher to make up the work. (See Appendix J FAQ #4 and #5.)
4. Work assigned prior to a student's absence or missed instruction, which was due on the day the student was absent or missed instruction, is **NOT** considered make-up work and is due the day the student returns to class.
5. It is the teacher's responsibility to provide the requested make-up work within two days of the student's request. (See Appendix K FAQ #4 and #5.)
6. Classes missed for Circumstance (CIR) and Medical (MED or EMD) reasons for which work is not made up within the designated time frame will be counted as Domestic (DOM) absences and will count against the 90% minimum attendance requirement.
7. Failure to request/complete/return make-up work and/or missing work that cannot, at the discretion of the teacher, be made up will result in a grade reduction for that work, even if the absence is not one which counts against the 90% minimum attendance requirement (e.g. EMI, T, SCH, AEL, etc.).
8. Students must be provided with the opportunity to make up work such as scheduled tests, quizzes, and homework assigned on the day the student was absent or missed instruction. For work covered in class while the student was absent or missed instruction, the teacher will provide a description of the topic(s) covered and possible resources where the student can obtain information required. Missed tests and quizzes will be made up at a time designated by the teacher. It will not be possible to make up a scheduled laboratory experience. Teachers may require additional make-up work.

9. Make-up work provided need not be identical or equivalent to that missed but must ensure that the student has the opportunity to meet academic standards for that class.
10. A teacher may make alternative arrangements with the student regarding the return of make-up work. Although the teacher must provide make-up work for T, truancies and/or suspensions, the teacher may work with school administration regarding other consequences for those absences.
11. Students who abuse the make-up work policy may, at the discretion of the teacher, lose the privilege of making up work for that class. The teacher must advise the site administrator of his or her decision. The parents/guardians and student must be notified of the loss of privilege. A parent/guardian may request administrative review of the decision not to allow make-up work.

## **APPENDIX H: TRUANCY**

All unverified absences (AUKs) will be treated as truancies. A student is considered truant if he or she is absent from school without permission from either the school or the parent/guardian. A student may be considered truant for missing all or part of a day without permission.

A pupil shall be deemed truant who is absent from school without the written approval of his teacher or the principal of the school, unless the pupil is physically or mentally unable to attend school. The teacher or principal shall give his or her written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil. Before a pupil may attend or otherwise participate in school activities outside the classroom during regular classroom hours, he or she must receive the approval of the teacher or principal. (NRS 392.130)

A **Habitual Truant** is one who has been declared a truant three or more times within one school year (NRS 392.040). Any student who has once been declared a habitual truant and who, in an immediately succeeding year, is absent from school without written approval may again be declared a habitual truant.

The District will not suspend students from school for truancy. Students will be allowed to make up work missed as a result of truancy, provided the student requests the make-up work **ON THE DAY** he or she returns to school after the truancy and completes/returns the work according to the Make-Up Work (see Appendix G).

It is the school's responsibility to inform parent/guardian of all of the rules governing attendance and truancy and to provide written notice of any truancy. As per the CCSD School Attendance Review Board Truancy Procedures, the school is required by law to report any student who is a truant or habitual truant. After attempts at site intervention, the school may also refer any student who has excessive absences or chronic attendance problems other than truancy to the Student Attendance Review Board Chair for investigation and disposition.

**NOTE:** A School Attendance Review Board is created by state statute to, among other things, help identify factors that contribute to truancy and help reduce the rate of truancy in the District. The School Attendance Review Board's specific responsibilities are listed in Appendix J.

### **FIRST TRUANCY**

- Students may have a conference with a site administrator or counselor and may be assigned a consequence by the school.
- Parents/Guardians will be notified in writing of the truancy and referred to this Manual by mail.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the Student Attendance Review Board Chair and School Resource Officer.

## **SECOND TRUANCY**

- Students may have a conference with a site administrator or counselor and may be assigned a consequence by the school.
- Parents/Guardians will be notified in writing of the truancy and referred to this Manual by mail.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the Student Attendance Review Board Chair and School Resource Officer.

## **THIRD TRUANCY**

- Students may have a conference with a site administrator or counselor and maybe assigned a consequence more severe than for the 2nd occurrence.
- Students will now be considered “Habitual Truants” per NRS 392.140.
- Parents/Guardians will be notified in writing of the truancy and referred to this Manual by mail.
- This notification will indicate that the next truancy will require that parents or guardians and students have a School Attendance Review Board Hearing.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the Student Attendance Review Board Chair and School Resource Officer.

## **FOURTH TRUANCY**

- Upon the 4th truancy, parents or guardians will be notified through the Carson City Student Attendance Review Board Chair by certified mail of the time and place of a School Attendance Review Board Hearing. The School Attendance Review Board Hearing will be conducted by the Carson City Student Attendance Review Board Chair. The goal of the School Attendance Review Board will be to understand the truancy problem and to develop a plan and/or consequence that will improve students’ attendance. At the School Attendance Review Board Hearing, the school administrator will show cause for the students being deemed Habitual Truants. Parents or guardians will have the opportunity to explain the situation from their perspective. They can clarify the educational goals they have for their children and the commitment of their students to regular school attendance. All deliberation, findings, and determinations of the School Attendance Review Board shall remain confidential.
- Upon being declared a Habitual Truant pursuant to NRS 392.140, the student must surrender his or her driver’s license to the School Resource Officer in attendance at the hearing who will write the citation. The driver’s license will be suspended for at least 30 days but not more than 6 months. The length of the suspension shall be determined by the Student Attendance Review Board. If the student does not possess a driver’s license, the order will provide that the student is prohibited from applying for a driver’s license for 30 days after the student becomes eligible to apply for a driver’s license. If it is the second subsequent time that administrative sanctions have been issued because the student is a Habitual Truant, the suspension of the driver’s license will be for at least 60 days but not more than 1 year. The length of the suspension shall be determined by the Student Attendance Review Board. If the student does not possess a driver’s license, the order will provide that the student is prohibited from applying for a driver’s license for 60 days after the date the student becomes eligible to apply for a driver’s license.
- See Appendix M for template letters relevant to truanancies.

**APPENDIX**  
**J:**  
**SCHOOL ATTENDANCE REVIEW BOARD**

A School Attendance Review Board is created by state statute and is intended to:

1. Review the records of attendance and truancy of students submitted to the Review Board and identify factors that contribute to the truancy of students in the School District.
2. Establish programs to reduce the rate of truancy of students in the School District and annually evaluate the effectiveness of those programs.
3. Establish a procedure for schools and the School District to report the status of students as Habitual Truants and the status of citations issued by law enforcement agencies.
4. Inform parents and/or guardians of the students who are enrolled in the schools of the policies and procedures adopted.
5. Report on a quarterly basis to the Board of Trustees of the School District an accounting of money used by the Review Board to review school attendance to reduce the rate of truancy of students in the District.

## **APPENDIX K:** **REFERENCE SUMMARY OF FAOs**

1. Why can't the teacher code all types of absences?
2. Who is "the office"?
3. What if the teacher is absent when student wants to request make-up work?
4. What is the timeline for requesting/completing/returning make-up work?
5. What happens to a CIR or EMD/MED absence if make-up work is not returned?
6. What happens to a truant absence if make-up work is not returned?
7. What happens when a MS student does not complete all make-up work?
8. Does a teacher have to actually meet with a student to provide make-up work?
9. What if the student abuses the make-up work policy?
10. Why provide make-up for truancies and suspensions?
11. Could a student with perfect attendance still fail?
12. What if the student has passing grades but not 90% attendance?
13. What happens after the maximum CIR absences are accrued?
14. When are EMI or T codes changed to something else?
15. When is it an absence or a missed instruction at the elementary level?
16. Do MS and HS teachers code EMI or T unless the student is gone all period?
17. What if the teacher does not have access to IC to take attendance?
18. What if the teacher can't verify the ASR?
19. Why sign the ASR if the teacher doesn't know the absence reason?
20. What if the teacher is absent and can't sign the ASR?
21. What about absences for lice?
22. Who records in-house or in-school alternative setting assignments?
23. How should in-school suspension be coded?
24. Does AEL count against a student's attendance or AYP?
25. What if the parent/guardian forgot to pre-arrange an absence?
26. Can a student "buy back" a DOM or truant absence?
27. Can the principal extend the number of allowable absences?
28. Could a student fail/be retained with only DOM absences?
29. What happens to the attendance record when a student moves (ES, MS)?
30. What happens to the attendance record when a student moves (HS)?

31. Pre-coded absences.
32. What if the student is in the nurse's office or clinic all period?
33. What if the student is with the counselor or law enforcement all period?
34. What if parent/guardian excuses are thought to be forged?
35. What if we don't believe a parent's/guardian's excuse?
36. What happens if an absence pattern develops?
37. What if a student has already been retained in that grade?
38. What if a student has already failed that course because of attendance?
39. What if an elementary student is out skiing every Friday?
40. What if a middle school student is out skiing every Friday?
41. What if a high school student is out skiing every Friday?
42. What happens if the student takes an "extended" vacation?
43. What happens for partial day truancies?
44. What are acceptable consequences for chronic absences?
45. What if a student withdraws from class before the 11<sup>th</sup> week because of attendance?
46. What do we do with a student who withdraws before the end of the semester?
47. What about a child under age 7 who has attendance problems?
48. What about a student over age 18 who has attendance problems?
49. What about a student who is excluded because he or she needs immunizations?
50. What about home/private school students who only attend one period?
51. Does the 90% attendance rule apply to online classes?
52. Does the 90% attendance rule apply to students who enter after the school year has begun?
53. When is T changed to EMI?
54. How are EMIs and Ts reported?
55. What is the "chain of command" to question an absence or missed instruction decision?
56. What is the code used for a student who is late from or leaves early for a medical appt?
57. How many missed instructions equal an absence?
58. How long does a student have to appeal a grade due to not meeting the attendance requirement?
59. Can a 17 year old withdraw himself from school?
60. Can an 18 year old withdraw himself from school?

- 61.** What are summer school options for attendance issues?
- 62.** When high school students reach the age of 18, can they excuse their own absences?
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- 65.** How does a snow day that is made up affect attendance?
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- 67.** Can a student with child be excused when their child is ill or has a medical appointment?
- 68.** Does the parent/guardian of the student (who still resides with the parent/guardian) who has a child have to excuse the student when the student is absent?

## **FREQUENTLY ASKED QUESTIONS and EXAMPLES regarding the Attendance Policy/Procedures/Implementation**

These "questions" are ones which have actually been asked, ones which are anticipated, or ones which simply serve as explanations of the Attendance policy. They are in no particular order, but are numbered for reference purposes.

### **1. Why can't the teacher code anything besides AUK and T?**

Other absences, especially CIR and DOM must be evaluated in a consistent manner and thus must be coded by designated office personnel. In addition, documentation for truant, SUS, AEL, etc. must be maintained in the student's file in the school office.

### **2. Who is "the office" as in "the office will enter/change attendance codes," "the office will run the reports," "the office will notify the parent/guardian," etc.?**

Each school site will determine the individual(s) responsible for tasks assigned, by policy, to "the office" or to "the clerical staff."

### **3. What if the teacher is absent on the day the student returns to class and the student cannot get the make-up work?**

The student still must request the make-up work. If the sub cannot provide it, he/she must record that the student did request the work on the day he or she returned to school after an absence.

### **4. What is an example of the timeline for students to request make-up work, for the teacher to provide it, and for the student to turn it in?**

It is the student's responsibility to request make-up work **ON THE DAY** he or she returns to school/class after an absence or **ON THE DAY** the student misses instruction because he or she entered class late or left early. It is the teacher's responsibility to provide the student with make-up work **WITHIN TWO DAYS** of the student's timely request. After it is provided by the teacher, the student has the number of days he or she was absent, plus one, to complete and return the work.

**EXAMPLE:** Student is absent for three days (Th, F, M) and returns to school on Tuesday. Student must request the make-up work on Tuesday. The teacher must provide make-up work no later than Thursday. The student has 3+1 days to complete the work, so if the student receives the assignment on the day he or she returns (Tuesday) the work must be turned in on the following Monday (3=Tu, W, Th + 1=F; the work is due the next school day which is Monday. If the teacher does not give the student the assignment until Thursday, the student must turn it in no later than the following Wednesday (3=Th, F, M +1=Tu; the work is due the next school day which is Wednesday).

5. Who changes CIR, EMD, and/or MED to DOM if the student does not request/complete/return make-up work in a timely manner?

It is the teacher's responsibility to inform the office that the CIR, EMD or MED absence should be changed to DOM. This should be done in writing so that there is a record of the reason for the change. The office staff will change the absence code in IC (NOT the teacher).

6. What happens to a truant or other absence if the student does not request/complete/return the make-up work?

Those attendance designations stay the same, even if the student does not abide by the make-up work policy. Only a Circumstance or Medical absence may be changed for failure to make-up work; however, any work that is not completed in a satisfactory manner will affect the student's academic grade in the class, no matter what the cause of the absence. Additionally, if a student requests an administrative review for absences, the make-up work must have been completed in order for the medical absences to be considered for appeal.

7. What if a middle school student makes up work in only two or three of his or her classes?

The teacher should report the student's failure to make up work in a class to the office. The office will change the code FOR THAT CLASS from CIR to DOM, but the absence will not be counted against the student for retention purposes unless he or she failed to request/complete/return make-up work in all classes for the day. The student's academic grade in that class will be affected by the missing work.

8. Does a teacher need to meet personally with a student who has requested make-up work in order to provide that make-up work?

Not necessarily. The requirement to "provide requested make-up work" may be accomplished by providing "Scribe" records, a published syllabus, a posted chart or list of assigned work, a folder with copies of handouts, etc. The teacher may wish to meet personally with the student to clarify expectations and/or to provide additional explanations, supplement written list(s) of assignment(s), etc.

9. What if the teacher provides make-up work for a student several times (following various absences) and the student never completes it or turns it in or the student consistently turns it in well after the deadline?

If the student is abusing the make-up work policy, the teacher can refuse to provide additional work. The teacher must advise the site administrator of his or her decision. The parents and student must be notified of the loss of privilege. The student/parent/guardian may appeal that decision to the school administrator. If the student does not request/complete/return make-up work, the Circumstance (CIR) absence will be changed to Domestic (DOM) and will count toward the 90% attendance requirement. However, if the

teacher refuses to provide the work, the CIR absence remains a Circumstance absence. Any work that is not completed will affect the student's academic grade in the class, no matter what the cause of the absence.

**10. Why does the teacher have to provide make-up work for a student who is truant or suspended or has missed instruction for an unacceptable reason?**

In order for a student to progress academically, the student must be given the opportunity to make up work for trancies, suspensions, or unexcused missed instruction. Teachers with concerns about make-up work for these types of absences are encouraged to meet with the school administration to identify consequences for the absence/missed instruction that do not impact student academics.

**11. Could a student still be retained/fail a course even if he or she has perfect attendance or at least no Domestic absences?**

There are many reasons a student could be retained or fail a course; the 90% attendance policy is only one of them. A middle school student may not be retained in a grade due to absences *per se*, but if the student fails a required course (math, English, Science, or Social Studies), he or she may not be promoted to high school.

**12. If a student fails a class/grade level because of the 90% attendance rule, but has passing marks in the class/grade, what does the report card show?**

In elementary school the report card will show the actual grades the student earned, but it will also show that the student is assigned to the same grade for the following year (e.g. third grader who fails to meet the 90% attendance requirement would be assigned to the third grade for the next year). "90% attendance requirement not met" should be noted in the comment area of the report card and as part of the "Rationale for Retention" on the Retention Notification Form. Appropriate documentation (including the CCSD Retention Notification-see Appendix M for form) will be maintained in the student's file. "90% attendance requirement not met" should be noted in the comment area on the printed report card in middle school. In high school the course will show an "F" and no credit earned, no matter what the academic grade might have been. The high school report card will also show the comment "90% attendance requirement not met" for each affected class. Students who fail or will not be promoted due only to the attendance policy may appeal this decision provided certain conditions are met (see Appendix L).

**13. What happens if the student pre-arranges an absence for seven days and he or she already has used five Circumstance absences for the year?**

In elementary the first five pre-arranged absences would be coded as CIR and the last two as DOM because the student would have reached the maximum of ten Circumstance absences. In middle school and high school, all seven of the pre-arranged absences would be coded as DOM because the student only has five CIR absences per semester

- 14.** If the student comes in late or leaves class early and the teacher knows for sure that the student was at/going to a medical appointment, school business, or some circumstance-type absence, should the EMI or T code be changed to MED, SCH, or CIR?

NO! EMI and T codes are not absence codes and should never be changed to a code which designates an absence. The absence codes will only be used if the student misses the entire class period (MS or HS) or 2/3 or more of a session (ES). If the teacher is satisfied that the missed instruction is excused, the code should be EMI.

- 15.** If an elementary school student arrives after 1/3 of the session is over or leaves with more than 1/3 of the session remaining because he or she is ill or has a medical appointment, how should the absence be coded?

In this case, the absence would be coded MED or EMD by the office staff. If the student attends at least 2/3 of the session, the absence would be coded EMI for Excused Missed Instruction

- 16.** If a middle or high school student leaves 2nd period early for school business and is gone for the rest of the day, how is the absence coded?

The absence is coded EMI for 2<sup>nd</sup> period and AUK for the rest of the day. The office will change the AUK codes to SCH when verification for the school activity is received.

- 17.** What if the teacher does not have access to IC at the time he or she should be taking attendance?

The teacher must enter the attendance by the end of that school day.

- 18.** The teacher is supposed to sign the ASR to verify its accuracy, but what happens if the teacher was absent one of the days and cannot guarantee that the sub correctly entered the data?

The teacher may write "SUB" at the top of the column for the day a substitute was present and took the attendance.

- 19.** Why does the teacher have to sign the ASR when he or she doesn't know if the reason entered for the absence is accurate?

The teacher is only verifying that the student was absent, not the reason for the absence.

- 20.** What if the teacher forgets to run the ASR if he or she is absent on the day it is supposed to be run?

The teacher or the site person in charge of attendance must run the report and the teacher must sign and file it as soon as possible after the date it was due.

**21. What if the student misses school because of lice?**

The absences are coded as Medical (MED) for a reasonable length of time. If the student does not return to school in a timely manner, parents/guardians should be informed that future absences will be coded as DOM and counted against the 90% attendance rule. Involvement of school personnel and the school nurse is important for helping families who have this medical problem.

**22. Who records the attendance if the student is assigned to in-school suspension or to an in-school alternative setting?**

The teacher codes the absence from class as AUK unless it has been pre-coded as ISS or AEL in the office. The in-school supervisor or in-school alternative instructor will maintain daily attendance logs and turn those logs in to the office on a daily basis. In the event the suspended student does not attend in-school program on one of the "suspended" days, the office staff will code the absence (e.g. MED, EMD, CIR, CT, etc.) which will supersede the SUS or AEL code for that day.

**23. How should in-school suspensions be coded?**

In-school suspension should be coded ISS.

**24. Does AEL count against a student's attendance or against AYP?**

No. AEL counts as present for both a student's total attendance and the Other Indicator when graduation rate is not used.

**25. How are absences coded if the family took a vacation but neglected to pre-arrange the absence?**

Provided a note or phone call explaining the absences is received within the designated time after the student returns to school, the absences may still be coded as CIR because of Family Business.

**26. What is the provision for "buy backs" so that a student can change a DOM or TRU absence to one which does not count against the 90% attendance policy?**

There is no provision for buy backs. DOM and truant absences must count against the 90% attendance requirement.

27. Can the principal allow a student to accumulate more than five per semester (MS, HS) or ten per school year (ES) Circumstance absences?

No.

28. What if the student has only one or two CIR absences but exceeds the number of DOM absences allowed? Will he or she still be retained or still fail the class?

Yes.

29. What happens to his/her attendance record when an elementary school student changes schools?

A student's attendance follows him or her to any other CCSD school. See "School Responsibilities" (#1) for specifics, but generally the school will send a copy of the student's attendance record with the student when he or she changes schools anytime during the school year. One copy of the attendance record will be attached to the withdrawal form. For elementary and middle school students the days absent and the reasons for the absence will be added to any new absences the student accrues during the balance of the school year. The new school will create an attendance file for the student and a copy of the student's attendance record from his or her previous school will be placed into that file. The school may want to enter pertinent attendance information into the Behavior tab of the student's IC file. Each of the student's new teachers should also be informed of the student's withdrawal grade(s), if applicable, and the student's attendance record for that grade/course.

30. What happens to his or her attendance record when a middle school or high school student changes schools?

A student's attendance follows him/her to any other CCSD school by course by semester. See "School Responsibilities" (#1) for specifics, but generally the school will send a copy of the student's attendance record with the student when he or she changes schools anytime during the school year. One copy of the attendance record will be attached to the withdrawal form. The days absent and the reasons for the absence will be added to any new absences the student accrues for the same course for the balance of the semester. The new school will create an attendance file for the student and a copy of the student's attendance record from his or her previous school will be placed into that file. The school may want to enter pertinent attendance information into the Behavior tab of the student's IC file. Each of the student's new teachers should also be informed of the student's withdrawal grade(s), if applicable, and the student's attendance record for that grade/course.

31. Why is there sometimes already an absence code entered for a student when the teacher opens the attendance file on the computer?

The office may pre-code absences such as SCH, AEL, ISS, SUS, MED, EMD, and CIR (for pre-arranged absences). **The teacher should not override any pre-entered absence code.**

- 32.** The student is in the nurse's office/clinic an entire period/session. The teacher knows where he or she is, what should the teacher enter for the attendance code?

If the student did not report to class at all or, in elementary school, did not attend at least two-thirds of a session, the teacher must mark the student absent - AUK. It will be the nurse's responsibility to inform the office. The student, who enters class late or leaves early for the nurse's office or clinic or, in elementary school, attends at least two-thirds of a session, should be marked EMI.

- 33.** The student spends the entire period in the counselor's office or with other authorized school personnel or law enforcement officers. The teacher knows where he or she is, what should the teacher enter for the attendance code?

If the student did not report to class at all or, in elementary school, did not attend at least two-thirds of a session, the teacher must mark the student absent - AUK. The office will change the code to SCH after receiving proper documentation from the person detaining the student. The student who enters class late or leaves early for the nurse's office or clinic should be marked EMI.

- 34.** What if we think parent/guardian phone calls or notes are bogus or forged?

This becomes a disciplinary issue and is handled at the school site. The absence may need to be changed to CT.

- 35.** The parent/guardian note says "Family Business," but we doubt it.

We're not in the position to officially question a parent's/guardian's excuse. If the family says the absence is due to Family Business, they do not have to define the business.

- 36.** What if an absence pattern develops, such as the student needing to see the nurse or counselor at 10:15 every day or whenever a test is scheduled?

The teacher/nurse/counselor should discuss the situation with the student and parent/guardian. Should the pattern continue, the teacher/nurse/counselor should refer the student to the site administrator.

- 37.** What if the student has already been retained in a grade?

NRS 392.125 states that a pupil may be retained in a grade only one time. The exception to this statute is a pupil who reaches the eighth grade and does not complete the requirement for promotion to high school. The pupil, who does not complete the requirement after having been retained for one year, must continue to be retained and not promoted to high school.

**38. What if the student has already failed a course due to the attendance policy?**

The student could fail a course more than one time for any reason, including failure to meet the minimum attendance requirement.

**39. An elementary student misses every Friday afternoon to go skiing. How do I code the absence?**

The teacher must code the absence as AUK. The office will change the absence to DOM. Each elementary session absence counts as one-half day, so it would take 38 afternoons (traditional schedule) of DOM absences before the student would be retained, provided there were no other DOM absences. Make-up work must be completed.

**40. A middle school student misses every Friday afternoon to go skiing. How should the teacher code the absence?**

The teacher of each class missed must code the absence as AUK. The office will change the absence to DOM. Make-up work must be completed.

**41. A high school student misses every Friday afternoon to go skiing, How does the teacher code the absence?**

The teacher of each class missed must code the absence as AUK. The office will change the absence to DOM. Make-up work must be completed.

**42. What happens when a student takes an extended vacation?**

**If the parent/guardian requests that the student be withdrawn, despite the number of days the student may be on vacation/absent, the student must be withdrawn.**

Sometimes special circumstances occur and the parents/guardians need to leave the area for an extended period of time and if this type of situation should arise for the family, it is extremely important that they let the school know the dates the student will be away from school. If the length of the trip exceeds **two weeks**, we strongly suggest that they contact the principal at the earliest convenience and withdraw the student from school for the period of time that they will be gone. Upon return, the school must re-enroll the student.

**43. The student is truant for most of the class session (MS, HS), but shows up before class is over. Is he or she CT or T?**

The teacher will mark the student as Unexcused Missing Instruction (T). The office needs to be informed of the truancy or suspected truancy and the code may need to be changed to CT. This may also become a discipline issue.

- 44.** The school is supposed to develop consequences for chronic and/or excessive absences or missed instruction, but those consequences cannot include "buy backs" or automatic grade reductions. What consequences are acceptable?

SOME examples of consequences might be:

- recess (ES) or lunch time spent making up work
- mandatory after-school sessions to make up time missed
- Saturday school
- letters to the parent/guardian/student informing them that the student is in danger of not being promoted or receiving credit due to the 90% attendance regulation
- mandatory community service equal to time missed
- parent/guardian supervising elementary students at after school or Saturday school sessions
- parent/guardian/student conferences
- parent/guardian/student contracts

In addition, students have many opportunities to make up work/credit missed. Some of those options include summer school, correspondence, credit-by-exam, etc.

- 45.** We have high school students who are failing a course early in the semester because of attendance. If they drop the class before the 11<sup>th</sup> week, do they receive an "F" or a "W"?

Any student who withdraws from a course before the 11<sup>th</sup> week for any reason will receive a "W" and no credit. This includes the student who chooses to withdraw or is withdrawn because of his or her failure to meet the 90% attendance requirement.

- 46.** What do we do with a student who has a confirmed "F" in a class or who chooses to withdraw prior to the 11<sup>th</sup> week?

A school may choose to allow the student to remain in the class provided his/her attendance, behavior, and class work is satisfactory. If the withdrawal/F is for the first semester, the student may be prepared to continue in the second semester of the course. For second semester course withdrawal/F situations, the student may still be encouraged to remain in the class to enhance his or her possibility of success in summer school. Other options would be Study Hall, or another alternative option available at the site. Allowing the student to be Off Campus may not meet the requirements of the NAC requiring students to be on campus for a certain number of periods.

- 47.** What if a kindergarten or first grade student, under age 7, has attendance problems?

Although the law does not require students to attend school until the age of 7, once a parent/guardian has enrolled the student in school, the student is obligated to attend school at least 90% of the time. This attendance policy applies to all students, including kindergarten and first grade students, who are enrolled in the Carson City School District, regardless of their age.

**48. What if a student age 18 or older has attendance problems?**

Although the law does not require students to attend school after the age of 18, once the student is enrolled in school he or she is obligated to attend school at least 90% of the time.

**49. What code should be used when a student is excluded because he or she has not had his or her shots updated?**

The DOM (Domestic absence) code should be used because the student and his or /her parent had a minimum of 10 working days notice from the clinical aide regarding the need to comply with the immunization requirements.

**50. What about home/private/students who only attend a school for one period or charter students who only attend a school for two periods?**

All home, private or charter school students who attend a class at a public middle school or high school must be entered into IC.

**Note: Home, private or charter school students must abide by all District, school, and class requirements.**

**51. Does the 90% attendance rule apply to online classes?**

Yes, the 90% attendance rule applies to online classes for students who are enrolled in those classes as part of their school day.

**52. Does the 90% attendance rule apply to students who enter after the school year has begun?**

A student who transfers from one Carson City school to another during the school year will bring his or her attendance record with him or her. For students who enter a Carson City school from outside the county, 90% of the opportunities to attend will be 90% of the days from the date of enrollment to the end of the school year or semester.

**53. When is a T code changed to EMI?**

A student who misses instruction because he or she was late to class is coded T unless the student provides a legitimate reason for missing part of the class period. It is the student's responsibility to provide the excuse in a timely manner. It is up to the teacher to determine what is "timely" and to notify the office to change the T code to EMI if the reason is valid.

**54. How are unexcused and excused missed instruction reported?**

Since IC can only report two attendance codes on the report cards and absences must be one of the codes, EMI and T are combined. Schools can run EMI and T reports separately.

**55. What is the "chain of command" if a student or parent/guardian has a question about an absence or missed instruction code?**

The first step is to talk to the teacher. See Appendix K for options if the student or parent/guardian is not satisfied with the teacher's explanation.

**56. What is the code used for a student who is late from or leaves early for a medical appointment?**

EMI (excused missed instruction)

**57. How many missed instructions equal an absence?**

CCSD **does not** add up missed instructions to equal an absence. Missed instruction is a tardy code, not an absence code.

**58. How long does a student have to appeal a grade due to not meeting the attendance requirement?**

Appeals for fall semester grade changes may be made for three weeks after report cards are issued in January. Appeals for spring semester grade changes may be made through the third

week of the fall semester following the June in which report cards are issued. After the designated appeal period, no grade changes will be made.

**59. Can a 17 year old withdraw himself or herself from school?**

No. A 17 year old student needs parental permission to withdraw.

**60. Can an 18 year old withdraw himself or herself from school?**

If the student is dependent on the parent/guardian, it is recommended that the parent/guardian give permission or be notified of the student's withdrawal. If the student is independent, the parent/guardian should not be called.

**61. What are summer school options for attendance issues?**

See Appendix G.

**62. When high school students reach the age of 18, can they excuse their own absences?**

Parents/Guardians must write a note to the school giving permission for students to excuse their absences if the student is residing with the parent/guardian. If the student is not residing with the parent/guardian, they may excuse their absences. All absences excused by students over 18 must occur after the 18<sup>th</sup> birthday.

**63. How is an absence coded for students who go to work with their parents/guardians on "Take Your Child to Work" day?**

The absence is coded as a CIR if the student has them available. If the student does not have a CIR available the absence is coded DOM. Elementary school students have 10 CIR days available for the school year. Middle and High school students have 5 CIR days available per semester.

**64. How are students coded on staff development days?**

Information Technology (IT) will code the district wide staff development days automatically. IT will code the absence SCH.

**65. How does a snow day that is made up affect attendance?**

For each snow day that is made up, one day is subtracted from the designated number of days in the statistical month. Elementary schools report the total days in the statistical month minus the snow day on the report card. At the end of the year, the day is made up and the statistical month is increased by one day. **Note:** There can only be twenty days in a statistical month.

**66. How does a snow day that is not made up affect attendance?**

Each snow day that is not made up is approved by the Superintendent of Public Instruction. The snow day is counted as a regular school day. Students are counted as though they were in attendance. The report card will reflect the designated number of days in the statistical month that the snow day occurred.

**67. Can a student with a child be excused when their child is ill or has a medical appointment?**

Yes, MED can be used for a student with a child who is sick or has a medical appointment. Administrators who feel the MEDs are excessive, please refer to Page 7 item 3 of this manual.

**68. Does the parent/guardian of the student (who still resides with the parent) who has a child have to excuse the student when the student is absent?**

Yes, the parent/guardian of the student (if the student still resides with the parent/guardian) must call or send a note in to excuse the student for any reason.

## **APPENDIX L: PROCEDURES**

1. Taking daily attendance
2. Report to find students with "N" number of Circumstance absences
3. Appeal of Decision to Fail/Retain
4. Unique Circumstances
5. Protocol to Challenge Attendance Decision

### **1. To take Attendance each session/period.**

- Select Attendance and then the period.
- To record attendance:
  - ✓ first circle is P (present)
  - ✓ second circle is A (absent)
  - ✓ third circle is T (unexcused missed instruction)
  - ✓ Comment box to enter any appropriate comments
  - ✓ EMI entered in comment box will trigger EMI to be entered into IC. Nothing other than EMI can be typed in comments.

NOTE: All other codes are entered in the office. Teacher cannot override codes already entered for the student.

### **2. Report to find out students who have 5 (10) or more Circumstance absences:**

#### ALL SCHOOLS

Run the Attendance Period Count report.

- Set the appropriate date range in the Start Date/End Date fields.
- Set the Having at least field to 5 (MS, HS) or 10 (ES) (or whatever number desired)
- In the Status box select Absent, in the Excuse box select Excused and in the Excuse Code box select CIR: Circumstance.
- Click on the Generate Report button to print the report.

*The Period Count Report can also be used to determine the number of unverified, domestic, or truant absences a student has accrued. This report is very useful for sites.*

### **3. Appeal of Decision to Fail/Retain Due to Attendance**

A student who will fail or will not be promoted to the next grade because he or she has absences in excess of the 90% rule, or the student's parents/guardian, may appeal this decision if the student is able to pass the course or be promoted to the next grade. The student will be considered for this option based on his or her content knowledge, motivation, and maturity.

At the discretion of the principal and the appropriate supervising administrator, the student may be given the opportunity to earn credit in the class or be promoted if all of the following conditions are met:

- A. The student or parent/guardian requests a review of the absences and the student's failing academic status.
- B. The student's positive attitude, desire to attend school, and motivation to pass the class or be promoted warrants a second chance.
- C. The administrator and teacher(s) in question agree that the student can still pass the class academically or be promoted, given what the student must accomplish academically and given the amount of time remaining in the semester or school year.
- D. The student and parent/guardian agree, in writing, that:
  - 1) Any further Unverified absence, or, if applicable, Domestic or Truant absence, will result in an "F" for the course or the student not being promoted.
  - 2) The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
  - 3) The student will successfully complete all subsequent class work and course/class requirements on time.

The decision of the principal and supervising administrator is final. If the appeal is granted, **APP** should be coded for those absences that were appealed.

### **4. Unique Circumstances**

There may be pre-planned, unique circumstances that call for a review of the attendance policy provision that requires a student to be in attendance at least 90% of the time in order to pass or be promoted to the next grade. Unique circumstances arise when students are given the opportunity to participate in a very specialized activity because of family circumstances or the student's own unique talents and skills. Under these circumstances, known in advance, students may be granted additional school-approved absences.

Examples of unique circumstances are:

1. A trip that has unique educational value
2. Participation in an activity that requires specialized skills such as an Olympic development program or professional acting

To qualify for consideration as unique circumstances, students and/or their parents/guardians must:

1. Apply for the additional absences in advance in sufficient time for teachers to prepare make-up work;
2. Provide a description of the circumstances and rationale for requesting additional absences
3. Provide a plan of action for course work that will be missed;
4. Provide proof of adequate academic progress, class test scores, school behavior and study habits
5. Obtain teacher approval and willingness to work with the student regarding his or her missed schoolwork, and
6. If applicable, demonstrate that they have followed through on commitments previously made utilizing this particular provision of the Attendance Policy.

The school principal and a supervising administrator will have the final approval of such a request. If approved, the absences would be considered a school approved absence. Code the absence as **SCH**. The decision of the principal and supervising administrator is final.

##### **5. Protocol to Challenge an Attendance Decision**

A student or parent/guardian who wishes to challenge a student's attendance for a particular day/period must first **contact the teacher** of the class. If the situation is not resolved, the student or parent/guardian may appeal as follows:

- Step 1     **Contact the teacher**
- Step 2     **Contact the Assistant Principal in charge of Attendance**
- Step 3     **Contact the Principal**
- Step 4     **Contact the Associate Superintendent of Educational Services**
- Step 5     **Contact the Superintendent's Office**

## **APPENDIX M: TEMPLATES**

**The templates for the documents below will be provided once Infinite Campus Set Up is complete.**

1. Elementary Notification of Possible Retention
2. Attendance Warning Letters
  - a. First Notice
  - b. Second Notice
3. Secondary Letter for notification of denial of credit or promotion
4. Notification of Possible Failure Due Not Meeting 90% Attendance Requirement
5. Final Appeal of Failure Form
6. Truancy Letters and Forms
  - a. First Truancy Letter
  - b. Second Truancy Letter
  - c. Third Truancy Letter
  - d. Previously Cited Habitual Truancy Letter (Available Next School Year)
7. Pre-Printed Absence Excuse

**Elementary Notification of Possible Retention**

Date: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

Student: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Teacher: \_\_\_\_\_

Statement of Problem:

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Recommended Remediation:

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Parent Involvement:

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Comments:

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(Attach Additional Documentation)

Principal's Signature: \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

## Attendance Warning (First Notice)

Dear Parent or Guardian:

As a courtesy to you, *insert your school name* regularly reports student attendance to parents. Regular daily attendance is a critical component of the educational process. Students who miss class may be able to make up schoolwork, but it is not possible to recover all of the learning that takes place in the classroom on a daily basis.

The Carson City School District Attendance Policy states:

**“The Board of Trustees has determined a minimum student attendance of 90% shall be required for promotion to the next grade or for earning credit.”**

Our records show that your child has accrued several absences. Please be aware that it is possible your child may face not earning credit or retention if absences continue. Since your student’s success is our primary concern, it is imperative that you review the attached report. To better understand the report, the attendance codes are listed below.

Please also recognize that **“It is the responsibility of the student and/or parent/guardian to request make-up work on the day the student RETURNS to class.”**

Thank you for your attention to this matter. We want your child to be successful. Attendance is a shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community.

Please contact *insert name of school personnel* at *insert school phone #* if you have any questions or to schedule a conference with your child’s counselor or an administrator.  
Sincerely,

*Name*  
*Title*

### Attendance Codes:

**AEL = Alternative Ed Location**  
**APP = Appeal**  
**AUK = Unverified**  
**CIR = Circumstance**  
**CT = Confirmed Truant**  
**CTL = Confirmed Truancy Letter**

**EMD = Medical (Parent Note)**  
**DOM = Domestic**  
**ISS = In-School Suspension**  
**MED = Medical**  
**NCU = Parent Note/Call After 3 days**  
**SCH = School Activity**  
**SUS = Out of School Suspension**

### Tardy Codes

**T = Tardy (Unexcused)**  
**EMI = Excused Missed Instruction**

## Attendance Warning (Second Notice)

Dear Parent or Guardian:

Previously you were notified regarding the number of absences that your child had accumulated. We are concerned that your child's absences continue to increase.

It is now necessary to inform you that your student is in jeopardy of not receiving credit or being promoted because of the absences accrued. Please log into the Infinite Campus Parent Portal to review your child's attendance.

Please be reminded that the District Attendance Policy states: **“The Board of Trustees has determined a minimum student attendance of 90% shall be required for promotion to the next grade or for earning credit.”**

Thank you for your attention to this matter. We want your child to be successful. Attendance is a shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community.

Please contact *insert name of school personnel* at *insert school phone #* if you have any questions or to schedule a conference with your child's counselor or an administrator.  
Sincerely,

*Name*

*Title*

### Attendance Codes:

**AEL = Alternative Ed Location**  
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### Tardy Codes

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## Notification of Possible Failure (Secondary Only)

Dear Parent or Guardian:

The Carson City School District Attendance Policy states: **“The Board of Trustees has determined a minimum student attendance of 90% shall be required for promotion to the next grade or for earning credit.”**

Our records show that your child has exceeded the 90% rule for absences. This means that your child will possibly not earn credit or be retained. Please log into the Infinite Campus Parent Portal to review your child’s attendance.

NRS 392.122 (2) states that the principal of the school in which the pupil is enrolled or his designee shall provide written notice of the intended denial of credit or promotion to the parent or legal guardian of the pupil. This letter serves as said notice.

If you believe that it is a just request, you may ask for a review of the absences. A review of absences request form may be obtained from the school. Please note that in order for any absence to be considered for review, the make-up work must have been completed per District policy. **If the course-work required was not completed, the absence will not be reviewed.** The principal or his designee will review the absences and notify the parent of the decision. There may be some circumstances that will require a conference with the parent and the administrator. The parent will be notified if such a meeting is necessary.

A pupil and his parent or legal guardian may appeal a decision of a principal or his designee to the district office.

Thank you for your immediate attention to this matter. We want your child to be successful. Attendance is a shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community.

Please contact *insert name of school personnel* at *insert school phone #* if you have any questions or to schedule a conference with your child’s counselor or an administrator.

Sincerely,

*Name*

*Title*

### Attendance Codes:

**AEL = Alternative Ed Location**  
**APP = Appeal**  
**AUK = Unverified**  
**CIR = Circumstance**  
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### Tardy Codes

**T = Tardy (Unexcused)**  
**EMI = Excused Missed Instruction**

**FINAL APPEAL OF FAILURE DUE TO THE 90% ATTENDANCE RULE**  
**SECONDARY SCHOOLS**

\_\_\_\_\_ AND \_\_\_\_\_  
**(Student Name)** **(Parent/Guardian Name)**

are requesting an administrative review of the absences during \_\_\_\_\_ semester for  
**(Fall or Spring)**

class period(s) impacted \_\_\_\_\_, due to potential failure for not meeting the 90% attendance requirement. The student must be able to pass the class in order to submit this appeal.

Reason for Request:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

It is understood that the decision will be based on student's content knowledge, motivation, and maturity. It is also understood that the following three conditions will apply:

- Any further Unverified absence, or, if applicable, Domestic absence or Truancy, will result in an academic grade of "F" for the course(s).
- The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
- The student will successfully complete all subsequent class work and course requirements on time.

\_\_\_\_\_  
 Student Signature (Date) Parent/Guardian Signature (Date)

\_\_\_\_\_  
 Attendance Administrator (Date) School Name

**All work related to the appealed absence(s) has been completed by student. Teacher verification (please sign below)**

0° _____	5° _____
1° _____	6° _____
2° _____	7° _____
3° _____	8° _____
4° _____	9° _____

\_\_\_\_\_ This attendance appeal is granted. The student will receive the earned academic grade, providing the student meets all of the above conditions at the end of the semester. The absences reviewed will be coded as APP (appeal).

\_\_\_\_\_ This attendance appeal is denied. Circumstances do not warrant an exception to the CCSD's attendance policy.

\_\_\_\_\_  
 Principal (Date) Supervising Administrator (Date)

## Notification of First Truancy

Dear Parent/Guardian:

By the time you receive this letter, we may have already discussed your child's truant absence. If not, this letter will explain CCSD truancy procedures. According to law, a child's absences must be verified by the parent/guardian within three days after the child returns to school.

Please be aware that Nevada State law mandates all children ages 7 through 18 attend school. Parents are legally required to ensure the regular daily attendance of their child. Most schools prefer a written excuse for tangible verification. NRS 392.040 declares that a student truant three or more times within one year is deemed a habitual truant.

Were your child to be classified a habitual truant, the law requires that the child be reported to the Student Attendance Review Board or the School Police. The report could result in a citation that will be processed by the Juvenile Justice System. The Juvenile Justice System may impose fines, community service hours, or work crew and suspend your child's driver's license.

If we have not spoken with you prior to your receipt of this letter and you feel there has been an attendance error, **please contact me immediately** for clarification. We are eager to establish a pattern of regular attendance for your child and we will work with you in any way that we can. If your child has been truant, we can set up a meeting with your child's counselor to help you explore various assistance options.

Thank you for your prompt action on this matter. Remember, attendance is a key factor in your child's school achievement, affecting grades, promotion, and esteem. If we have not already spoken, **please call me immediately** so that we can work together for your child's success.

Sincerely yours,

Please note: The District Attendance Policy and Attendance Handbook can be accessed at [www.carsoncityschools.com](http://www.carsoncityschools.com).

## **Notification of Second Truancy**

Dear Parent/Guardian:

By the time you receive this letter, we may have already discussed your child's second truant absence. As stated in our Notice of First Truancy letter, a child's absences must be verified by the parent/guardian within three days after the child returns to school.

Please be aware that Nevada State law mandates all children ages 7 through 18 attend school. Parents are legally required to ensure the regular daily attendance of their child. Most schools prefer a written excuse for tangible verification. NRS 392.040 declares that a student truant three or more times within one year is deemed a habitual truant.

If your child is found truant a third time, s/he will be classified a habitual truant and will be reported to Student Attendance Review Board or the School Police. The report could result in a citation that will be processed by the Juvenile Justice System. The Juvenile Justice System may impose fines, community service hours or work crew and suspend your child's driver's license.

If we have not spoken with you prior to your receipt of this letter and you feel there has been an attendance error, **please contact me immediately** for clarification. We are eager to establish a pattern of regular attendance for your child and we will work with you in any way that we can.

Thank you for your prompt action on this matter. Remember, attendance is a key factor in your child's school achievement, affecting grades, promotion, and esteem. **Please call me immediately** so that we can work together for your child's success.

Sincerely yours,

Please note: The District Attendance Policy and Attendance Handbook can be accessed at [www.carsoncityschools.com](http://www.carsoncityschools.com).

## **Notification of Habitual Truancy**

Dear Parent/Guardian:

By the time you receive this letter, we may have already discussed our concern that your child has been truant from school all or part of a day three or more times this year. If we have not spoken, please know that our records indicate your child has again been truant from school and **is now deemed a habitual truant**. If you feel our information is incorrect, contact me immediately. As stated in our Notice of First Truancy Letter, the law requires that the school receive verification of a child's absence within three days after the child returns to school. **If we have not already spoken, you have five working days to contact the school to address the habitual truancy issue.**

As mentioned in our previous letters, NRS 392.040 declares that **a student truant three or more times within one year is deemed a habitual truant**. Nevada State law mandates that all children ages 7 through 18 attend school. Parents are legally required to ensure the regular daily attendance of their child.

If we have not already spoken and do not hear from you within five working days regarding your child's absences, your child's name will be given to the Student Attendance Review Board or the School Police. The report could result in a citation that will be processed by the Juvenile Justice System. The Juvenile Justice System may impose fines, community service hours or work crew and suspend your child's driver's license.

Attendance is a key factor in a child's school achievement. Please assist us in helping your child achieve success at school and in the world.

**Please call me immediately.**

Sincerely yours,

Please note: The District Attendance Policy and Attendance Handbook can be accessed at [www.carsoncityschools.com](http://www.carsoncityschools.com).

## Excuse for Absence

Student's Name: \_\_\_\_\_

School's Name: \_\_\_\_\_

My child was absent on: \_\_\_\_\_

The reason he/she was absent was because of the following: **Please circle the appropriate reason.**

- Bereavement
- Car problems
- Emergency
- Family business
- Ill/Medical
- Legal
- Personal Business
- Refused to Attend
- Religion
- Slept in
- Stayed home to baby-sit
- Vacation
- Other (**Please Explain**): \_\_\_\_\_

Comments: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Telephone Number: \_\_\_\_\_