ADMINISTRATIVE PROCEDURE#: 431

SECTION: STUDENT

ATTENDANCE REGULATIONS Application of Rule #431

PART II, SECTION B (7 & 8)

- 7. A planned and/or anticipated absence as outlined in state law allows a parent or guardian to excuse a child for up to ten days in a school year for any reason. The law requires the parent to excuse the child in **writing** prior to the absence.
- 8. The principal may allow up to 8 additional pre-excused parental absences (total of 18, which is 10% of a school year), if a student has met the following conditions:
 - a) No unexcused absences
 - b) No unserved detentions or a suspension in a previous quarter
 - c) The student must have a minimum of a 3.0 cumulative GPA on the last official reporting period.

APPLICATION OF RULE

Language in item # 8 (added by board action on December 17, 2018) will become effective on January 21, 2019 with the start of the new semester to allow for administration to prepare new procedures for implementation.

Excused absences in #7, must be utilized prior to application for "conditional" pre-excused absences in #8 (8 additional).

The intent is to allow students who are performing well in school (grades, attendance, behaviors) to have additional flexibility with absences. In order to review grades, attendance and behaviors to approve these absences, all requests for the 8 additional pre-excused parental absences, must be written and in advance of the absence.

In no circumstances, will the 8 allowable parental absences in item #8 be approved retroactively. BOE language includes "pre-excused".

In order to accommodate parental requests;

- The MS/HS (grades 6-12) shall develop a parent request form that will document required information listed in a, b and c in rule 431.
- The elementary (grades k-5) shall develop a parent request form that will document required information listed in a, b and c in rule 431.

APPROVED: 12/17/18