

## **Students**

### **Administrative Procedure - Attendance Status (Grades 9-12)**

Success in academic, curricular, and extracurricular educational programs depends upon the degree to which students, their parents, and the school staff cooperate in promoting regular and consistent attendance of students.

#### 1. NON-ATTENDANCE

When a student misses three consecutive school days with no contact of the school, and after unsuccessful attempts to reach the parents or guardian, a certified letter will be sent to the home notifying the parents/guardian that they have three school days to respond to the school with an explanation of the absence. Any student under 16 years of age will be referred to the Regional Attendance Assistance Program.

#### 2. LATE ENROLLMENT

A student who enrolls in the high school more than three weeks after the beginning of the semester must cause the current student records to be provided. If the student is unable to get records from the sending school, the district will contact such school to verify attendance and grades. Students who have not attended any school since the beginning of the then current school year may be required to enroll in an alternative educational program or to wait until the start of a new semester. Transfer students who have failed or are failing one-half or more of their courses may be recommended for enrollment in an alternative educational program or to wait for the start of a new semester.

[January 11, 1993]

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