

Portage Area School District

Standardized Attendance Procedures

ABSENCES (Excused, Unexcused, Unlawful, Educational Travel)

5 Total Absences – Excused, Unexcused, Unlawful and/or Educational Travel

Not including medically excused

JR/SR HS Send letter via regular mail informing of 10 day limit

Elementary Send letter via regular mail informing of 10 day limit

10 Total Absences – Excused, Unexcused, Unlawful and/or Educational Travel

Not including medically excused

JR/SR HS Send letter via CERTIFIED mail informing of required medical evidence

Elementary Send letter via CERTIFIED mail informing of required medical evidence

20 Total Absences – Excused, Unexcused, Unlawful and/or Educational Travel

Not including medically excused (Click here for retention policy)

JR/SR HS Send letter via regular mail informing of retention policy

Elementary Send letter via regular mail informing of retention policy

25 Total Absences – Excused, Unexcused, Unlawful and/or Educational Travel

Not including medically excused (Click here for retention policy)

JR/SR HS Send letter via CERTIFIED mail informing of retention

Elementary Send letter via CERTIFIED mail informing of retention

Parents/caregivers have 3 school days to provide documentation as to why their child was absent. Once a child reaches 10 total absences (other than medically excused) medical evidence is required for each absence thereafter. Failure to provide medical evidence will result in the absence being listed as unlawful for students under 17 years-of-age, unexcused for students 17 years of age or older.

SAIC = Student Attendance Improvement Conference

SAIP = Student Attendance Improvement Plan