

It will be the policy of this district to maintain a system of student attendance accounting which will show the number of days present and absent for each enrolled student. The record of attendance for each student will be entered upon his or her permanent record.

Each building principal will establish a system of accounting to deal with absences and truancy under which all student absences will be classified as avoidable (unexcused) or unavoidable (excused). Such accounting system will be subject to the approval of the superintendent of schools.

Excused absences are absences from school with the parent/guardian's knowledge and consent, which may include, but are not limited to: illness, medical appointments, court documented appearances, illness or death in the family, authorized school activities, or other pre-arranged absence. In order for an absence to be excused, oral or written communication from the student's parent/guardian must be received within forty-eight (48) hours of the last day of the absence, except for school-approved absences.

The building attendance committee will review any attendance circumstances where a student has attended a class less than 90% of the time.

Unexcused absences are absences without the knowledge and consent of the student's parent/guardian.

The penalty for unexcused absences is at the discretion of the principal. Continued truancy may result in suspension from the school (see School Attendance and Habitual Truancy Policy #532).

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**LEGAL REFERENCE:**

Idaho Code Section 33-1002  
Family Educational Rights and Privacy Act  
34 CFR Part 99

**ADOPTED: October 14, 1998**

**AMENDED: May 18, 2010**