



Attendance Policy Procedures

1. When a student reaches **2 consecutive absences**, the teacher will contact families through a phone call.
2. When a student reaches **3 consecutive absences**, the teacher will submit a needs referral to Ms. Elliott, our Social Worker.
3. When a student reaches **6 consecutive days absent**, a letter from the front office is sent home via US mail. **Social Worker and Counselor will schedule a home visit.**
4. Teachers will continue to reach out every couple of days to maintain open communication with the families.
5. When a student reaches **3, 6, 9, and 15 days absent** (non-consecutive but total), a letter from the front office is sent home via US mail. Teachers will submit a needs referral at 6 total absences to ensure we assist students and families avoid Chronic Absenteeism.

NOTE: All arranged absences must be approved by the administration to understand that the student is still responsible for all missed work. Parents must fill out an arranged absence request in the front office and secure the administration's signature before the absence is approved.