

Marion County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	Attendance	6.200	07/12/21
		Rescinds:	Issued:
		6.200	09/18/18

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Continued unexcused tardiness and /or skipping school classes are considered a violation of compulsory attendance. Unexcused tardiness includes any late arrival when the student fails to bring an acceptable note upon arriving. Excused and unexcused absences are the only two (2) types of excuses recognized by the Marion County School System. Students and parents must accept full responsibility for regular school attendance. It is the student's responsibility to monitor his/her unexcused absences and tardiness. Students not in attendance during at least 50% (3:50 hours) of the school day are not allowed to participate in after school programs.

The attendance supervisor shall oversee the entire attendance program which shall include: ¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.³

GRADES K-12

The building principal, in determining excused and unexcused absences, may use some discretion. The school office will need approved excused notes turned in and filed to aid the attendance supervisor in documenting attendance. All excuses must be turned in within 3 days of student returning to school. For the purpose of record keeping, late check-ins and early check-outs are considered as tardies. Five (5) tardies will accumulate into one (1) day absent. More than six (6) parent notes for any reason per one hundred eighty days (180) shall require a doctor's or dentist's excuse. These parent notes are accepted to the Principal's discretion. The following shall be accepted by any certified employee of the Marion County School System as an excuse for absences, tardiness and early dismissal.

Excused absences shall include.⁴

1. Medical reason:
 - a. Only six (6) parent notes, whether consecutive or not can be excused in the one hundred eighty day (180) school year.
 - b. All absences due to illness must be accompanied by a medical note.
2. Illness of immediate family member;
 - a. immediate family member refers to a person's parent(s)/guardian(s) or sibling.
3. Death in the immediate family: absences not to exceed three days: (parent, guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other family member that resides in the student's house.
4. Legal, (court order, attorney, subpoena, summons, truancy board, etc.)
5. A one day excused absence shall be granted for students whose parent or guardian is leaving for active military duty or returning from active military duty, Documentation must be provided to student's school
6. School Bus Transportation Issue
7. Religious observances⁵
8. School-sponsored activities or school endorsed activities College Visits, Field trips⁶
9. Other excuses for "good cause" shall be granted, provided prior approval is obtained from the principal. Anticipated absences shall be excused in advances by the building principal. Forms will be available from the principal's office.
10. For grades nine through twelve (9-12) where twelve weeks constitutes one full credit, more than three (3) total unexcused absences per twelve (12) week session shall constitute failure for the session. Where thirty-six (36) weeks constitutes one full credit, more than three (3) total unexcused absences per 12-week session shall constitute failure of the session in courses.
11. The parent shall notify the school of the absence of the child before 8:30 AM each day the student will be absent.