



# 2022-23 School Attendance



## Frequently Asked Questions

---

**Q1: What time does the school day start?**

A: The regular school day begins at 8:00AM. Students must be in their first period class by 8:00AM to be marked present.

**Q2: Can a student participate and/or attend extracurricular activities when absent from school?**

A: No, a student must be present at school by 8:48AM to participate or attend extracurricular events that day or evening. The student may be able participate or attend activities if he/she has a medical excuse or an excused absence approved by the administration prior to the event. A student entering the school between 8:00AM-8:48AM will be marked “tardy”.

**Q3: What is considered a full school day?**

A: On a regular school day, a student is marked “full day present” when he/she attends school from 8:00AM to at least 2:00PM. A student is marked “half day present” when entering school after 8:48AM or leaving before 2:00PM.

**Q4: What are the responsibilities of parents/guardians in reporting an absence from school?**

A: All absences are treated as unexcused/illegal until the school receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students must submit the written explanation within three (3) days of the student's return from the absence.

**Q5: Will I be informed if my child is absent from school?**

A: Yes, an automated call is placed daily. If you have questions, please email [HSattendance@mustangmail.org](mailto:HSattendance@mustangmail.org).

**Q6: Can parents/guardians email an excuse to the high school?**

A: Yes, we encourage all excused to be emailed to [HSattendance@mustangmail.org](mailto:HSattendance@mustangmail.org). The email must be sent by a parent/guardian, not from a student, and should include contact information.

**Q7: What happens if a parent/guardian does not provide a written excuse within three (3) days of the student's return from the absence?**

A: An absence in which the student, ages 6 through 18, fails to provide school officials with the proper documentation/excuse regarding his or her absences within 3 days after returning from an absence is unlawful. Also a student that has accumulated 10 parental excused absences and does not provided medical documentation for the 11th absence and beyond is also considered to have an unlawful absence.

**Q8: How many days of school can a parent/guardian excuse their child from school?**

A: For the 22-23 school year, 10 days. After 10 parental excused absences, the student must have an excuse (medical evidence) from a health care provider. School approved educational travel may be approved for a maximum of 5 total days which count towards the 10 parental excuses.

**Q9: What is habitual truancy?**

A: Habitual truancy is six (6) unlawful absences from compulsory school attendance. Habitual truancy will result in a referral to Truancy Court or the Department of Human Services for prevention services.

**Q10: Does the school allow educational travel?**

A: Yes, the school allows up to 5 days for educational travel per school year. Parents/guardians must complete the educational travel form, present it to the office, and receive approval from the Principal before the trip. Approved educational travel is considered excused absences, but does count toward the 10 allowed parental excused absences this school year.

Contact [HSattendance@mustangmail.org](mailto:HSattendance@mustangmail.org) if you have any questions.