



Attendance Guidelines

Revised: 08/12/2026

Regular school attendance is one of the most important factors in a child's academic success. Every day in school gives students valuable opportunities to learn, build relationships, and stay connected to their teachers and classmates.

We understand that there are many reasons why students may miss school. Improving attendance is a shared responsibility that requires the partnership of families, schools, and community organizations. By working together, we can help every student succeed.

Holland Public Schools is committed to reducing chronic absenteeism through a supportive, prevention-focused approach. Rather than focusing only on absences not confirmed, we look at the total number of days a student misses school, whether the absences are confirmed or not. Missing too many days for any reason can affect a student's learning, academic progress, and overall school experience.

Attendance is recorded each day by the building secretary. If a student's attendance pattern raises concerns, the school will work with the family to identify challenges, provide resources when available, and develop strategies to improve attendance before the problem becomes more serious.

Our goal is to partner with families to ensure every student has the opportunity to attend school regularly, stay engaged, and achieve their full potential.

Absence Codes:

AC	Absence Confirmed
EM	Excused Medical Absence (Dr. Note Required)
TC	Tardy Confirmed
HB	Homebound/Home-based
LAC	Late Arrival Confirmed
LAN	Late Arrival Unconfirmed
LEC	Left Early Confirmed
NIS	Not in Session
OSS	Out of School Suspension
RTC	Responsible Thinking Center
S25	First Day in Attendance
SR	School Related
TIO	Time in Office
AN	Absence Not Confirmed
TN	Tardy Not Confirmed
W	Waived

Definitions

Chronically absent: Absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to an unconfirmed or confirmed absence. It ends up being equal to 2 days missing a month.

Absence Codes/Definition		
Absence		
AC	Absence Confirmed	Any attempt to notify the school that their child will be absent. - Student illness/injury/residential treatment - Medical appointments- Students must be brought back to school immediately after his/her appointment. - Religious Holiday - Lice (3 days) - Funeral/death in family - Mandated court appearances - Placement by Juvenile Court in detention - Travel (must be discussed with the principal and the length of time must be made clear. Assignments and materials may be given to keep children up to speed) - Misses more than half of the class - Such other good cause as may be acceptable to the Superintendent
AN	Absence Not Confirmed	An absence that is neither excused nor disciplinary, or if a student misses more than half of the class. <i>No contact or explanation that falls within our board policy has been given by the parent/guardian either the day of or within 5 days after the student's return.</i>
EM	Excused Medical Absence (Dr. Note Required)	Anytime a medical note is provided
HB	Homebound/Home-based	
OSS	Out of School Suspension	
SR	School Related	Present in the school or with their class but are not in the classroom
Tardies		
		Students who are late to class or school. - Elementary students arrive before 9:30 am - Secondary students arrive within 10 minutes of the start of class
TC	Tardy Confirmed	See reasons under confirmed absence
TN	Tardy Unconfirmed	Does not meet one of the confirmed reasons
Leave School Early		
LEC	Left Early Confirmed	See reasons under confirmed absence
Late Arrival		
LAC	Late Arrival Confirmed	If the student comes in after the tardy window and is confirmed and arrives before the class is half done
LAN	Late Arrival Not Confirmed	If the student comes in after the tardy window and is not confirmed and arrives before the class is half done
Other		
S25	First Day in Attendance	Students who enroll after fall count through spring count on the 1st day in attendance
TIO	Time in Office	
W	Waived	Does not count against the student. Examples: hospitalized, medical

