



Potomac Falls High School Attendance Monitoring, Process, Definitions, and Examples

Introduction

The on-time, full-day attendance of students in every class is one of the most influential factors in student engagement in their academic career, leading directly to their academic performance and success.

Loudoun County Public Schools and Potomac Falls High School place an incredibly high emphasis on every student's attendance in every class every day. For a review of the district's updated approach, refer to the [email dated November 27, 2023](#) as well as the Attendance Resources provided by the LCPS [Department of Student Services](#).

Potomac Falls HS has expanded our Attendance Team, created a robust monitoring protocol, and designed multiple attendance letters to keep families and staff informed with up-to-date data. By supporting our beliefs with the necessary talent and time resources, we were able to reduce our chronic absenteeism rate from 28% during the 2022-2023 school year to 17% during 2023-2024.

MONITORING

An absence is recorded when a student misses a full day of school. School-related events (field trips, testing, in-school restriction, senior Capstone Experiences, Teacher Cadet shadowing, Homebound instruction, etc.) are not recorded as absences.

Absences are monitored along two paths - **Total Absences** and **Truant Absences**.

Total Absences is the overall number of days a student has missed school

- This includes excused, unexcused, truant, and suspended days.
- This number is viewed with respect to the total number of days school has been in session.
- Beginning on the 30th day of the school year, LCPS and PFHS flag students who have missed 10% or more of the school days as **Chronically Absent**.
- PFHS additionally identifies students who have missed 15% or more of the school days as **Continually Chronically Absent**.

Day of School and Date	10%	15%	Day of School and Date	10%	15%	Day of School and Date	10%	15%
Day 30 Oct 8	3 days	4 days	Day 80 Jan 13	8 days	12 days	Day 130 Apr 1	13 days	19 days
Day 40 Oct 23	4 days	6 days	Day 90 Jan 31	9 days	13 days	Day 140 Apr 24	14 days	21 days
Day 50 Nov 13	5 days	7 days	Day 100 Feb 14	10 days	15 days	Day 150 May 8	15 days	22 days
Day 60 Dec 2	6 days	9 days	Day 110 Mar 3	11 days	16 days	Day 160 May 22	16 days	24 days
Day 70 Dec 16	7 days	10 days	Day 120 Mar 17	12 days	18 days	Day 170 Jun 6	17 days	25 days

Truant Absences is the number of days a student has missed school

- when the absence *was reported* in ParentVUE but *not excused* by the school, plus
- when the absence *was not reported* in ParentVUE, *not known* by the parent(s), and *not excused* by the school.

PROCESS

An attendance report is run every Monday at 9:30 AM. The number of **Total Absences** and the number of **Truant Absences** for each student is viewed at this time.

PFHS utilizes six attendance letters to notify students and parents of the current absence numbers, reminders of state attendance codes and district attendance policies, details of next steps in the monitoring process (including the creation of necessary attendance plans and/or required meetings), and contact information to reach out with any questions, concerns, or for assistance.

Members of the PFHS Attendance Team review the report that is run on Mondays and remove any student from receiving a letter that week for whom there are known, extenuating circumstances where a letter would not serve any useful purpose.

Attendance letters are automatically generated and emailed every Wednesday afternoon *based on the Monday data*. Letters are emailed to the student's LCPS account, all parent/guardian email addresses listed in ParentVUE, the student's assistant principal, and the student's school counselor.

- Families are encouraged to make sure all email addresses in ParentVUE are current and correct and to make updates as needed. For assistance with this, please contact our School Registrar, Lisa Torrick.
- Due to the 48 hours of turn-around time, it is rare - but possible - that data pulled on Wednesday shows an absence as Truant that, for example, has been updated to Excused before Friday afternoon.
- If there are concerns that absence numbers may not be correct, parents should *first* view what is recorded in ParentVUE under the Attendance tab. If what is displayed here is correct, no further action is needed. If what is

displayed here needs to be updated (with a doctor's note, for example), please contact our school Attendance Secretary.

ATTENDANCE



LETTERS

- Attendance letter CA(A) is emailed when a student hits the threshold of one day less than the 10% chronically absent mark, after the 30th day of the school year.
- Attendance letter CA(B) is emailed when a student hits the threshold of 10% chronically absent, after the 30th day of the school year.
- Attendance letter CA(C) is emailed when a student hits the threshold of 15% continued chronically absent, after the 30th day of the school year. This letter states that a doctor's note will be required from this point forward to have any future absences *considered* to be excused.
- Attendance letter T(D) is emailed when a student hits the threshold of 3 days of truancy, starting with the first day of the school year.
- Attendance letter T(E) is emailed when a student hits the threshold of 5 days of truancy, starting with the first day of the school year. This threshold requires that a conversation between the student and a member of the PFHS Attendance Team discuss overall attendance circumstances and create an attendance plan moving forward.
- Attendance letter T(F) is emailed when a student hits the threshold of 7 days of truancy, starting with the first day of the school year. This threshold requires that an attendance conference be held that is attended by the student's parent(s), at least two members of the PFHS Attendance Team, and potentially our Attendance Officer. This meeting will discuss overall attendance circumstances, continue/update the attendance plan moving forward, and outline final PFHS steps before referring future absences to our Attendance Officer.

The CA letters are emailed in the order of CA(A) → CA(B) → CA(C). Likewise, T letters are emailed in the order of T(D) → T(E) → T(F). For example, a student that has previously received the T(D) letter and jumps from 3 to 7 days of truancy in one week's time will still receive letter T(E) before receiving letter T(F).

DEFINITIONS

Absence - When a student misses a full day of school.

Chronically Absent- Missing 10% or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions.

Continually Chronically Absent- Missing 15% or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions.

Total Absences - The overall number of days a student has missed school for any reason, including excused absences, unexcused absences, truant absences, and suspensions.

Truant Absences - The number of days a student has missed school

- when the absence *was reported* in ParentVUE but *not excused* by the school, plus
- when the absence *was not reported* in ParentVUE, *not known* by the parent(s), and *not excused* by the school.

Excused Absence - When the absence is reported in ParentVUE and accepted by the school.

Unexcused Absence - The same as a Truant Absence.

EXAMPLES

While examples may seem helpful, they often lead to more misunderstanding and confusion. Family dynamics are fluid and an individual student's circumstances are inherently unique.

Meaning, one instance of international travel that results in several days of missed school may be deemed educational and therefore accepted and excused by the school, while subsequent absences for continued travel may be recorded as unexcused. Likewise, absences for athletic "travel teams" may be excused once or twice, but recurring absences for this reason may be recorded as unexcused.

This diagram may be more useful than a list of examples:

