



In order to help provide support for students and families, GLPS closely monitors explained and unexplained absences. We also work with families to ensure that as many absences as possible are documented, because undocumented absences can trigger truancy considerations.

- Documented Absence (AD) - Absence that includes a note from a professional (ie. doctor, dentist, lawyer, etc.) to explain the absence. Absences are only considered documented for the days identified in the note. For example, if a doctor excuses a student for Monday and Tuesday, but the student is absent on Wednesday and Thursday as well, only Monday and Tuesday's absences are considered documented. Any absence that does not include a note from a professional is considered undocumented.
- Explained Absence (AE) - Undocumented absence in which a parent/guardian calls the office or sends a note to alert the school their child will not be in attendance but does not include a note from a professional (ie. doctor, dentist, lawyer, etc.). This is important because explained absences are necessary for schools to meet pupil accounting requirements.
- Unexplained Absence (AU) - Undocumented absence in which a parent/guardian does not call the office to alert the school their child will not be in attendance.

A student's school will send a letter after 6 full-day undocumented absences and after 10 full-day undocumented absences in a school year, providing you with notice of the absences and outlining steps to help your child attend school regularly.

A student's school will communicate with families if the student has undocumented absences on more than 10% of the first 30 days.

Ten (10) or more days of undocumented absences in a school year can be sent to court. However, GLPS will make every effort to work with you and your student before it gets to that point.

Please note that school related absences, such as field trips or athletic events, are not factored into any truancy related processes.