

### **Absences and Excuses**

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).<sup>1</sup>

#### **TRUANCY DEFINED**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

#### **EXCUSED ABSENCES**

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil, including mental or behavioral health;
3. Religious holidays and practices;
4. One (1) day for attendance at the Kentucky State Fair;
5. Documented military leave;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon the return of parent/guardian from active military duty;
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
10. Students participating in any of the page programs of the General Assembly;<sup>2</sup> or
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities. (i.e. job shadowing and college visits.)

**Absences and Excuses****EXCUSED ABSENCES (CONTINUED)**

Students receiving an excused absence under this section shall have the reasonable opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence. It is the responsibility of the student to meet with teachers to get missed assignments.

A student who is participating in a school-related activity during school hours shall not be counted absent. However, the student shall be required to make up any assignments missed.

**EDUCATIONAL ENHANCEMENT OPPORTUNITIES**

Kentucky law specified that a student may be considered for an excused absence if the absence is deemed as an Educational Enhancement Opportunity. The following procedures will be followed to request approval:

1. Requests shall be submitted to the building Principal prior to the absence for consideration;
2. The proposed activity must have significant educational value, be intensive in nature and be directly related to the core subjects of English, Science, Mathematics, Social Studies, Foreign Language and/or Fine Arts;
3. A student may be approved up to ten (10) days per school year;
4. The building Principal shall use his/her judgment whether the request meets the criteria for approval;
5. Students will not be penalized academically for days approved as Educational Enhancement Opportunity;
6. Students shall be responsible to make arrangements with their teachers for all missed assignments;
7. Requests will not be approved during the CATS assessment window and/or the district-wide assessment window and extenuating circumstances may be left to the discretion of the Principal; and
8. A Principal decision may be appealed to the Superintendent and then to the Board.

**NOTES REQUIRED**

Unless the Principal determines extenuating circumstances exist, no more than three (3) parent or guardian notes will be accepted for each semester.

Health Care Provider Notes: A student who is absent due to illness and goes to the doctor shall present the health care provider's statement. The following information is required on the excuse statement:

**Absences and Excuses****NOTES REQUIRED (CONTINUED)**

- 1) name of health care provider;
- 2) date and time of appointment;
- 3) date student can return to school;
- 4) health care provider's signature.

Up to ten (10) days per school year may be excused with a health care provider's note. Any absence or tardy day due to medical reasons in excess of ten (10) health care provider's notes will require the presentation of the Medical Excuse form before the absence will be excused. After ten (10) days of absence/tardiness in a school year for medical reasons, the Medical Excuse form shall be completed in order for the student to receive additional medical excuses. The Medical Excuse form is available at each school, the office of the Director of Pupil Personnel, on the official District website and at parent request at some medical facilities.

**SCHOOL HANDBOOKS**

Each school handbook shall include specific attendance requirements.

**UNEXCUSED ABSENCES**

Work missed during unexcused days may be made up at the discretion of school teachers.

**REFERENCES:**

<sup>1</sup>[702 KAR 007:125](#)

<sup>2</sup>[KRS 159.035](#)

[KRS 36.396](#); [KRS 38.470](#); [KRS 40.366](#)

[KRS 158.070](#); [KRS 158.183](#); [KRS 158.293](#); [KRS 158.294](#)

[KRS 159.140](#); [KRS 159.150](#); [KRS 159.180](#)

[OAG 76-566](#); [OAG 79-68](#); [OAG 79-539](#); [OAG 91-79](#); [OAG 96-28](#)

**RELATED POLICIES:**

09.111; 09.122; 09.4281

09.126 (re requirements/exceptions for students from military families)

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