

Absences and Excuses

ATTENDANCE GOAL STATEMENT

The Taylor County Board of Education views the matter of student attendance as a primary concern. Accordingly, the board encourages the active cooperation of teachers, students, parents, and administrators in maintaining a high level of student attendance at all Taylor County schools.

Students are expected to attend the school in which they are enrolled regularly and punctually in order to attain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. The Taylor County Board of Education believes that there is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much better adjusted to live in our society.

Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).¹

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 child reported as a truant two (2) or more times is a habitual truant ([KRS 159.150](#)). Habitual truants shall be reported to the Principal and to the Director of Pupil Personnel, who shall take appropriate action. Also, amended [KRS 159.990](#) holds a public school student who has attained the age of eighteen (18) but who has not reached his or her twenty-first (21st) birthday accountable if the student fails to comply with school truancy laws.

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.

ABSENCES

When a student is going to be absent:

1. The parent/guardian who has legal custody of the student shall call the school at any time after he/she realizes that the child cannot attend school and give the reason for the absence. There will be a special phone number for these calls and an answering machine so that the message can be recorded at any time.
2. If the parent/guardian has not contacted the school by 9:30 AM, the attendance secretary at the school site will contact the parent/guardian to determine why the student is not in school. If the parent cannot be reached on the phone either at home or at work, the absence will be coded as unexcused. This code may change pending verification of an excused absence or tardy.

Absences and Excuses**EXCUSED ABSENCES**

Students receiving an excused absence shall have the 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. The following are excusable absences:

1. Illness of the pupil, including mental or behavioral health. (Parent notes/calls are accepted for five (5) days per school year for illness or other excusable reason. All other student absences due to illness require a physician statement.)
2. Medical condition verified by doctor's statement. When a student must miss more than five (5) consecutive school days due to illness or surgery, the parent/guardian is to contact the attendance office or the Director of Pupil Personnel who will explore the possibility of home/hospital instruction.
3. Death or life threatening illness or injury in immediate family.
4. One (1) day for attendance at the Kentucky State Fair ([KRS 158.070](#)).
5. Drivers test for permit or license two half days allowed per year.
6. Lice-limited to one (1) day. If the student is sent home, he/she will be excused for the remainder of that day.
7. Medical or dental appointments that cannot be made after school hours. (Verification by a written statement from the doctor confirming date and time.)
8. Religious holidays and practices approved in advance by the principal.
9. Verified court summons.
10. Failure of bus transportation. (Missing the bus is not excused.)
11. Documented military leave.
12. One (1) day prior to departure of parent/guardian called to active military duty.
13. One (1) day upon the return of parent/guardian from active military duty.
14. 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,
15. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
16. Students participating in any of the page programs of the General Assembly.²

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

17. Trips, qualifying as educational enhancement opportunities, as determined by the Principal, Superintendent, and Board Chairman. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal, Superintendent, and Board Chairman to be of significant educational value. This opportunity may include, but not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Students receiving an excused absence under this section shall have the 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.
18. The Principal may excuse an absence based on circumstances that he/she feels warrants special consideration.

UNEXCUSED ABSENCES

Examples of unexcused absences include: suspension, working, hunting, senior pictures, senior skip day, hair appointments, out of town trips (unless pre-approved), babysitting, farming activities, missing the bus, visiting relatives, or other activities not covered by excused absences.

WRITTEN STATEMENTS FOR ABSENCES/TARDIES REQUIRED

Upon returning to school following an absence or tardy, a student within three (3) school days must turn into the school attendance office a signed and dated parent note or a physician statement explaining the reason for every day the student was absent or tardy. If a written statement verifying a valid reason for each absence or tardy is not received within three (3) school days after the student returns to school, the absence or tardy will be recorded as unexcused. The written statement must be in its original form. No photocopies will be accepted. However, faxed excuses from the doctor's office will be accepted. Students presenting false or altered verification shall be subject to disciplinary action.

UNEXCUSED ABSENCES

No make-up work is allowed for unexcused absences. Teachers shall record a grade of zero (0) for assignments missed because of a student's unexcused absence or suspension.

NOTIFICATION OF UNEXCUSED ABSENCES

After a child has three (3) days of unexcused absences per year, the school shall send a notice to the parent/guardian of the student that has been absent stating the number of days the student has missed and reminding them that if these absences continue, it will be necessary for the student to be referred to the Director of Pupil Personnel.

After a student has six (6) unexcused absences per year, the school shall contact the Parent and the Director of Pupil Personnel, in writing, listing the days the student has been absent and stating which absences are excused and which absences are unexcused. The letter will inform the parent/guardian that, according to the compulsory attendance law, it is the parent's/guardian's responsibility to keep the student in school.

Absences and Excuses**NOTIFICATION OF UNEXCUSED ABSENCES (CONTINUED)**

Once the three (3) and six (6) day letters have been sent to a parent/guardian and the child misses another unexcused absence, final notice will be sent to the parent/guardian by either a home visit or certified mail. If the student continues to miss after this, the student will be referred to either the Court Designated Worker or the County Attorney for legal action.

NOTIFICATION OF UNEXCUSED TARDIES

After a student has nine (9) unexcused tardies, a letter will be sent home to the parent/guardian, notifying them of the number of unexcused tardies and reminding them that if this continues, the Director of Pupil Personnel will be notified.

Once the nine (9) day tardy letter has been sent and the student is tardy without excuse again, final notice will be sent to the parent/guardian by either a home visit or certified mail. If the student continues to have unexcused tardies, the student will be referred to either the Court Designated Worker or the County Attorney for legal action.

Students enrolled in the District who are eighteen (18) or older who miss ten (10) or more unexcused events per year may be reassigned to an alternative program, pending action for being a habitual truant. Students subject to reassignment will be notified in writing after the sixth (6th) unexcused absence.

EXEMPTIONS FROM COMPULSORY ATTENDANCE

1. A graduate from an accredited or approved four (4)-year high school
2. A pupil who is enrolled in a private or parochial school
3. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study
4. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children
5. A pupil who is enrolled and in regular attendance in a state supported program for Exceptional Children.

REFERENCES:

¹[702 KAR 007:125](#)

²[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)

Adopted/Amended: 8/11/2025

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