

ALTARA ELEMENTARY ATTENDANCE POLICY



IMPORTANT: Please Read

Please read, sign, and return the **Compulsory Education Letter** (in the Elementary School Student Registration booklet) at the beginning of each school year. According to Utah State Law, it is a misdemeanor if you fail to have your child in regular attendance.

1. After 4 unexcused or 8 guardian-excused absences or 10 tardies, the teacher makes a personal contact with the parents. Improved attendance is encouraged.
2. After 6-8 unexcused or 12 guardian excused absences or 18-24 tardies, the principal sends **Letter #1** home. Letter #1 tells the parent to call the school to discuss the child's attendance.
3. After 9-12 unexcused or 16 guardian excused absences or 27-33 tardies, the Principal sends **Letter #2** home. Letter #2 has an appointment time set up for the parent to come in and talk to the Principal about the student's absences.
4. After 16 unexcused absences or 20 guardian excused absences or 45 tardies, **Letter #3** is sent certified attendance and the case is referred to the Civil Rights Specialist for a **Court Referral**.

To excuse an absence, please call the office at 801-826-7675, preferably the morning of the absence, and bring a doctor's note whenever possible.

Key:

Unexcused Absence: The student is absent and the parent does not contact the school by 3 PM the day of the absence.

Guardian Excused Absence: The student is absent and the parent contacts the school by 3 PM the day of the absence. Guardian Excused Absences are not valid in court.

Excused Absence: The student is absent and a doctor's note is given to the school. Excused Absences are valid in court.

Tardy: The student is not in the classroom ready to learn when the 8:20 AM bell rings.

Educational Leave: Students may be granted up to 10 days of scheduled absences preapproved by the principal, work is collected from the teacher, completed, and turned in within a reasonable amount of time. Forms available in the office.