

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](#).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 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.

Students identified as habitual truants (six (6) unexcused absences and/or tardies) shall be served a Final Notice. Students who have accumulated more than six (6) unexcused absences and/or tardies shall be referred to the Court System.

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,
3. Medical and dental appointments,
4. College or career days (2 days per year maximum) or ASVAB testing,
5. Religious holidays and practices,
6. One (1) day for attendance at the Kentucky State Fair, or for other reasons for which excused absences are permitted under applicable law, such as service as election officers, military burial honor guard program, and Veteran's Service Organization burial honor guard or other activities for which applicable law specifically permits absence from school,
7. Participation in competitions, conferences, conventions, or other activities that are scheduled in such a way as to minimize absence from regular classroom instruction including pre-approved field trips subject to the provisions of policy 09.36,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty,

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

11. 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,
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
13. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.
14. After ten (10) days of absence in a school year, the District medical excuse form shall be completed in order for the student to receive additional medical absences.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be 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.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

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.

A period of no more than three (3) school days may be excused for the purpose of lice treatment and removal of nits per school year.

UNEXCUSED ABSENCES

A maximum of five (5) absences per school year may be excused by a note from the student's parent.

Absences exceeding five (5) days per school year may be excused by a physician statement or court document.

Absences beyond five (5) days within a school year, a physician's statement, a court document, or other required verification must be presented or the absence will be considered unexcused and no make-up work will be allowed.

Any appointments, i.e. dental, doctor, eye, court, etc., will be unexcused if they exceed a half-day, unless otherwise noted on the excuse from the provider.

Absences and Excuses**UNEXCUSED TARDIES**

For all tardies beyond five (5) within a school year, a physician's statement, court document, or other required verification must be presented or the tardy will be considered unexcused and the credit of make-up work will be at the discretion of the teacher.

NOTES REQUIRED

When the student returns to school, s/he must bring a note signed by his/her parents. A student who is absent due to illness and goes to the doctor shall present the physician's statement. All notes or statements must be presented within five (5) school days.

MAKE-UP WORK

Make-up work shall be permitted for excused absences only. Students must complete make-up work within three (3) consecutive school days after their return to school. Upon request by the student, the Principal may grant an extension. Credit for make-up work assigned during unexcused absences will be at the discretion of the teacher.

PRIOR APPROVAL

Prior approval must be granted for anticipated absences for career or college days, driver's examination, or educational enhancement opportunity. A statement from the doctor or driver's test examiner must be presented for the student to be excused.

EXTENDED ILLNESS

Any student who misses five (5) consecutive days of school due to illness or surgery shall be referred to the home/hospital instructional program. Arrangements for home/hospital instruction may be made with the Principal or Superintendent.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.²

REFERENCES:

¹[702 KAR 007:125](#)

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

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

[KRS 159.035](#); [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:

08.1312

09.111, 09.122, 09.1231, 09.4281

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

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