

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.

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;² or

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

11. Other valid reasons as determined by the Principal, including trips qualifying as 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.

The District shall excuse up to ten (10) absence events with doctor/medical excuse notes. Any absence events due to medical reasons in excess of ten (10) shall require the presentation of a written statement from a medical professional indicating that the student has a chronic medical condition which would prevent him/her from attending school. The statement must be from a licensed medical professional (doctor or dentist) or in the case of a mental illness from a licensed mental health professional. All absence events and tardies shall be considered unexcused until the appropriate written note, excuse, or documentation is presented to the school. These notes, excuses, etc., must be turned in to the school within five (5) days of return to school.

NOTES REQUIRED

Students, grades K-12, shall be allowed up to five (5) absence events per year to be excused with a written parent note. Unexcused days without parent note or other valid excuse received by the school within five (5) days of the absent event will have parent note automatically applied to the unexcused absence.

Upon returning to school, students shall bring written notes, documents or excuses signed by the parent/guardian or doctor for all absences. These excuses must be turned in to the school within five (5) days of return to school.

SCHOOL HANDBOOKS

Each school handbook shall include specific attendance requirements.

UNEXCUSED ABSENCES

Work may be made up for unexcused absences at the discretion of the teacher involved.

SUSPENSION

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension.

Long-term projects assigned during the suspension and due at a later date shall be accepted.
Work assigned and due during suspension shall only be accepted at the Principal's discretion.

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: 7/25/2023