**ATTENDANCE PROCEDURES FOR HENDERSON COUNTY SCHOOLS**

* **3 unexcused events**…An attendance profile (3 unexcused absences) will be sent by the Attendance Secretary to District Student Services at Central Office. Student Services will send an initial notification attendance letter to the parent/guardian of the student. The letter is signed by the Director of Pupil Services. District Student services will document that the initial notification letter and profile has been mailed in Infinite Campus.
* **4/5 unexcused events**...Family Resource Center Coordinator is given an attendance profile by the school Attendance Secretary. FRYSC staff will make a home visit/contact with the parent regarding the absences. A copy of the attendance policy should be given to the parent/guardian at the time of the visit. Documentation of the contact/visit should be recorded in Infinite Campus
* **6 unexcused events…** An attendance profile (6 unexcused absences) will be sent by the Attendance Secretary to District Student Services at Central Office. Student services will send a Final Notice letter along with student attendance profile to the parent/guardian of the student. Documentation will be recorded in Infinite Campus. A petition may be filed with the CDW’s office or an Educational Neglect Petition may be filed with Henderson County Family Court.
* **6-9 unexcused events**...The parent/guardian is sent a letter requesting their attendance for an Attendance Hearing at the Board of Education. A power point presentation will be made on attendance laws and policies. Each family will meet individually with a staff member after the meeting. Any family that doesn’t attend the Attendance Hearing will be contacted by the attendance team. All contacts noted in Infinite Campus.

* **10+ unexcused events**…A petition will be filed with the CDW’s office or an Educational Neglect Petition will be filed with Henderson County Family Court. Documentation will be recorded in Infinite Campus.