

# SCHOOL

## Attendance/Truancy



■■■■■■■■■■ Prevention Plan

# KRS 159.150

## Truancy

### **Absences and Excuses**

Any student who has attained the age of six (6), but has not reached his or her eighteenth 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 or her twenty-first 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.

# Table of Contents



Jefferson County  
Public Schools

Plan Overview .....	2
Infinite Campus/Student Attendance Referral System .....	2
Attendance Committee .....	2
Reporting Absences .....	2
Tardies .....	3
Leaving the School Grounds Without Permission.....	3
Enrollment/Membership/Withdrawal .....	3
Student Enrollment in Regards to the McKinney-Vento Act (Pub. L. 100-77) .....	4
Truancy Diversion Programs .....	4
Dropout Prevention .....	4
Possible Responses to Unexcused Absences .....	5
Example of Truancy Interventions.....	7
Students Active With Child Protective Services, Court Support Workers, and Court Designated Workers .....	8
Appendixes Cited.....	9
Parent/Guardian Request for Extension of Parent Notes for Excused Absences (as used by schools) .....	Appendix A
School Letter/Three or More Unexcused Absences (as used by schools).....	Appendix B
Letter of Concern (as used by SSWs) .....	Appendix C
Pre-CPS Notification (as used by SSWs) .....	Appendix D
Truancy Notice (as used by ADPPs).....	Appendix E
Final Notice (as used by ADPPs).....	Appendix F



## School Attendance/ Truancy Prevention Plan

### Plan Overview

Student attendance is a key component of school services in the Jefferson County Public School (JCPS) District. Not only is attendance essential for students' success, but it is also the basis for aspects of funding at the school level. In addition to financial costs, truancy negatively influences test scores and is directly correlated to the student dropout rate, resulting in a socioeconomic impact on the community. The district has implemented an effective system of data collection to record attendance and to provide a means to monitor as well as to intervene in those instances in which students are deemed truant.

In order to provide a guide for attendance/truancy policies and procedures, a districtwide plan has been developed. Through this plan, school attendance will improve, as will the district's ability to ensure students' individual success.

The goal of the district is to achieve a 96 percent attendance rate.

### Infinite Campus/Student Attendance Referral System

JCPS is currently using Infinite Campus as a means of recording student attendance. In addition, the district incorporates a Web-based program, Student Attendance Referral System (SARS), that receives information from Infinite Campus as a means of referral and documentation of interventions concerning truant students.

### Attendance Committee

Each school shall form an Attendance Committee. At a minimum, its membership will consist of the following staff:

- Attendance clerk
- School Social Worker (SSW)/Assistant Director of Pupil Personnel (ADPP)
- School Administration Manager (SAM) (The principal, assistant principal, or counselor will oversee the school's plan.)
- Family Resource and Youth Services Center (FRYSC) coordinator or Home-School Coordinator (HSC) (where available)
- School nurse (where available)

These individuals shall form the nucleus of the committee and will collect and report information concerning attendance/truancy. Using this shared information, intervention strategies will be developed in an effort to reduce school absences. These strategies may include outside agencies and other community participants based on their interests; abilities; and, for purposes of confidentiality, a need to know; in addition to efforts initiated by JCPS. The committee will meet bimonthly or as needed.

### Reporting Absences

Attendance is taken by the homeroom/first-period teacher and is submitted to the office immediately after the school day begins.



---

Notes excusing student absences or tardies are collected and submitted to the attendance clerk. (If a school so chooses, a policy of allowing students to submit such notes directly to the attendance clerk upon entering the building may be implemented).

Parents may provide a maximum of ten cumulative notes excusing their child's full-day absences from school due to illness.

After ten full-day absences, parents are required to present a written statement from a medical professional or a Parent/Guardian Request for Extension of Parent Notes for Excused Absences (Appendix A). See the JCPS *Code of Acceptable Behavior and Discipline* concerning additional circumstances for excused absences.

## Tardies

A tardy shall be recorded for a student who is absent less than 35 percent of the regularly scheduled school day. All tardy students will sign in and give the exact time on the school's entry log. In turn, the attendance clerk will enter this information on Infinite Campus, including the excused/unexcused status of the tardy for each parent/guardian note. In the event that a total of three unexcused tardies have been accumulated, a letter may be sent to the parents/guardians and, if the problem persists, in increments of three thereafter. (A half-day absence shall be recorded for a student who is absent 35 to 84 percent of the school day. A full-day absence shall be recorded for a student who is absent more than 84 percent of the school day.)

## Leaving the School Grounds Without Permission

Upon completion of the attendance period, attendance clerks will justify data and post to the student information system. Parents will be notified in the event that a student has left the building.

## Enrollment/Membership/Withdrawal

Accurate enrollment data will be kept, maintained, and reported to school staff on a regular/daily basis. Students who have withdrawn from school will be coded by the appropriate W code. **In the event a student transfers to another public school within the district during the school year, the school of origin shall not withdraw the individual until there has been a request for records from the new school or school enrollment has been verified via a responsible adult and documented by the school.** This procedure is required in order to monitor the student in the event that he or she failed to attend the next school.



Jefferson County  
Public Schools



## Student Enrollment in Regards to the McKinney-Vento Act (Pub. L. 100-77)

In order to meet the needs of the homeless, education rights have been provided by the McKinney-Vento Act. In regard to school enrollment, the following provisions must be adhered to:

- Lack of residency, guardianship, or school records cannot prevent or delay enrollment.
- Students may remain in their school of origin, even if they move, and are eligible for transportation and all school services available to other students.

## Truancy Diversion Programs

JCPS is using truancy diversion programs in designated schools as an initiative for providing interventions and strategies to address truancy problems with identified students and their families. Key components of meetings include determining the true reasons for students' truancy and developing strategies that can be implemented to affect students' problem behavior. After-care monitoring, reinforcement of positive behavior, and providing services through the organized collaboration and involvement of community agencies and organizations are also integral components of the program. In addition, some schools offer preventive programs in an effort to dissuade truant behavior.

## Dropout Prevention

Students' success is the goal of JCPS. For those students who have been determined to be at risk of not completing school, alternative educational programs are available. These programs range from those operated by the district to federal government instructional program efforts. Depending on individual needs, possible options may include the following:

- Liberty High (JCPS Middle and High School)
- Jefferson County High (JCPS)
- Adult and Continuing Education (JCPS General Educational Development [GED] Certificate Program)
- Youth Opportunities Unlimited (JCPS GED Preparation)
- Job Corps (U.S. Department of Labor)

## Possible Responses to Unexcused Absences

No. of Unexcused Absences	Response
<b>1-2</b>	<ul style="list-style-type: none"> <li>• <b>Phone call/Use the callback system</b> (the automated system is available to all schools), or a personal call is made by the clerk each day there is an unexcused absence.</li> <li>• <b>Record/Enter data in SARS.</b> Contacts by teachers and other staff are effective interventions. These efforts and their responses will be reported to the attendance clerk, who will enter the information for documentation.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• <b>Student conference is held with designated member of the staff concerning attendance issues (grades four through twelve).</b> Parents/Guardians of students in earlier grades will be contacted by the designated staff member.</li> <li>• <b>Referral is made to the FRYSC coordinator or HSC,</b> if available in the school. (This intervention may be documented as the mandated student conference.)</li> <li>• <b>Letters are sent to parents/guardians notifying them of student's truant status as per KRS 159.150</b> (Appendix B). If truancy continues, this formal letter will be sent out at intervals of three unexcused absences thereafter.</li> </ul>
<b>4-5</b>	<ul style="list-style-type: none"> <li>• <b>Continue phone calls, letters of concern, and possible home visits.</b></li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• <b>Review attendance data, and confirm the nature of unexcused absences.</b> Suspensions must be listed separately from other unexcused absences but will be counted together for total unexcused absences.</li> <li>• <b>Referral of truant students to Pupil Personnel</b> for interventions with elementary school students age 6 and above is to an SSW. (Initial 5-year-old school enrollment is voluntary; however, after enrollment, attendance is mandatory.) Referral of truant students to Pupil Personnel for interventions with middle and high school students through age 15 is to an ADPP.</li> <li>• In order for a referral to Pupil Personnel to be acted upon, <b>a minimum of two prior interventions must have been made and documented in SARS.</b> Pupil Personnel, Child Protective Services (CPS), and Family Court will not accept cases where these documented interventions have not been made. Unless otherwise denoted, only the <b>authorized</b> attendance clerk at each school will have permission to enter data concerning truancy referrals.</li> <li>• It is important to note that Pupil Personnel interventions are based on <b>increments of three additional days of truancy.</b></li> </ul>



Jefferson County  
Public Schools

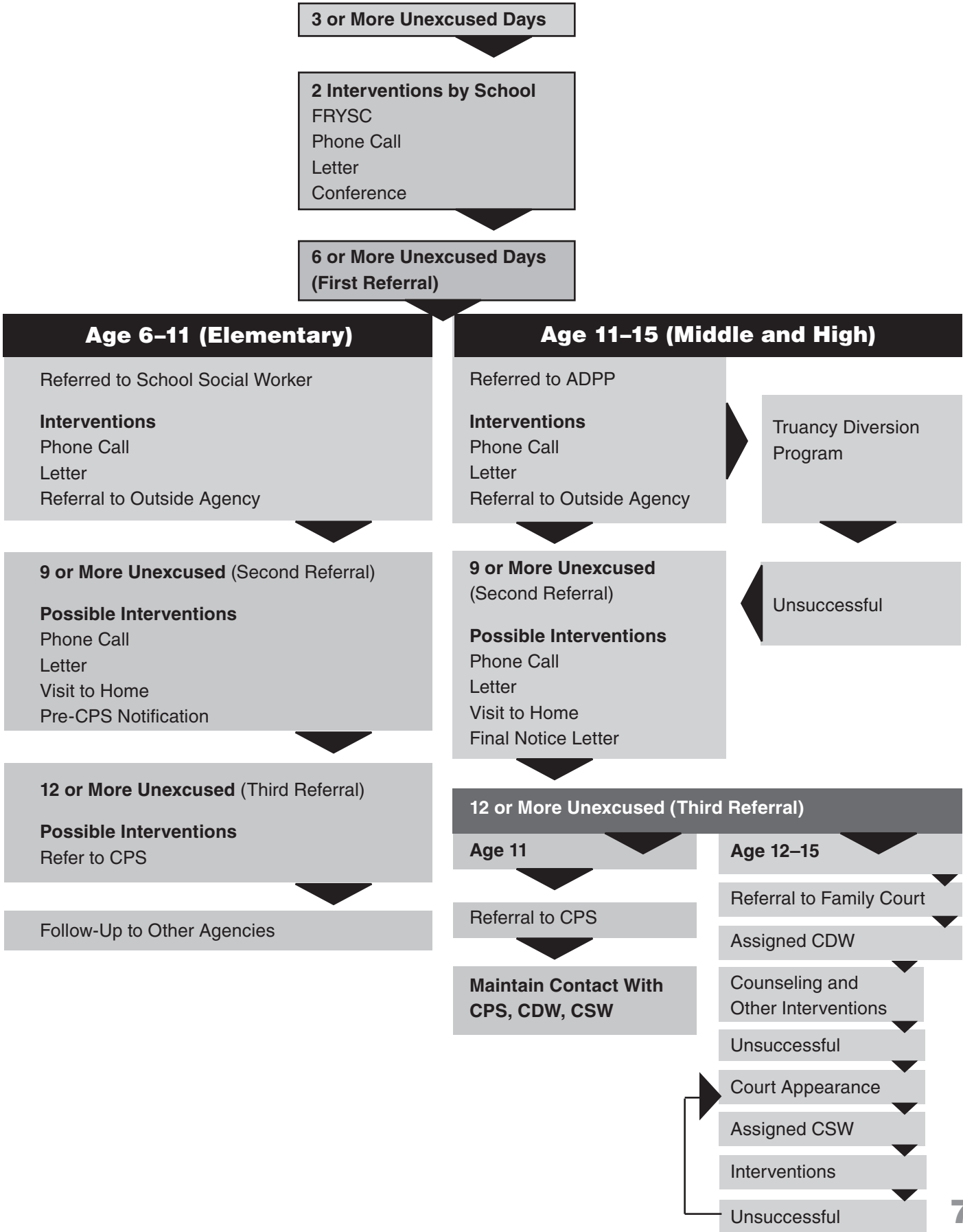


School  
Attendance/  
Truancy  
Prevention Plan

## Possible Responses to Unexcused Absences (cont.)

No. of Unexcused Absences	Response
	<ul style="list-style-type: none"> <li>• Upon receiving a referral from the school at six unexcused absences, Pupil Personnel staff will examine documented school interventions, sibling issues, and other relevant information noted in the referral system and Infinite Campus.</li> <li>• Parents/Guardians of students with six unexcused absences will receive a letter (Appendix C or Appendix E) and a phone call. As determined by the SSW or ADPP, other interventions ranging from a home visit to a referral with outside agencies may be warranted.</li> <li>• A final notice (Appendix F) may be served at the first referral if warranted by other circumstances (e.g., significant number of unexcused absences and suspensions, concerns in the home that raise a flag)</li> <li>• Interventions made by Pupil Personnel will be recorded by the department member who received the referral and <b>must be denoted as “Read” by the attendance clerk</b> before the system will allow any additional referrals to be made, should they be necessary, concerning the student.</li> </ul>
<p><b>9</b></p>	<ul style="list-style-type: none"> <li>• <b>Using the previously noted procedure, refer the student to Pupil Personnel.</b> Depending on the individual circumstances of the student, his or her family, and previous interventions, Pupil Personnel staff responses may include Pre-CPS Notifications from the SSW (Appendix D), Final Notices from the ADPP, home visits, and/or other actions deemed necessary. Follow-up to contact attempts will continue to be made.</li> </ul>
<p><b>12 or more</b></p>	<ul style="list-style-type: none"> <li>• Upon the accumulation of 12 unexcused absences, a Final Notice shall be served by Pupil Personnel staff. Use of a Final Notice is discretionary in instances of physical/mental illness or where acts of violence have taken place against the student.</li> <li>• <b>The school will continue to implement interventions and referrals in increments previously outlined.</b></li> <li>• Pupil Personnel staff responses may include, but are not limited to, the following: referral to CPS, Family Court, diversion programs, or other appropriate agencies.</li> </ul>

## Example of Truancy Interventions





## School Attendance/ Truancy Prevention Plan

# Students Active With Child Protective Services, Court Support Workers, and Court Designated Workers

- Truancy referrals made by Pupil Personnel staff to Family Court or to CPS are so recorded as a designated response in the attendance and referral system.
- Attendance clerks and school attendance committees should note these interventions and continue to use the referral system, as well as phone calls to Pupil Personnel, at intervals of three unexcused absences in order to document a student's continued truancy.
- In turn, Pupil Personnel will keep assigned agency workers apprised of continued unexcused absences and will provide other relevant information as needed.
- This communication and documentation process will continue until attendance issues have improved and the case has been closed or until other interventions deemed appropriate for the situation have been implemented.
- In the event that a student is under the jurisdiction of the court and has not attended school for a continuous period of time longer than ten days, the school may contact the Pupil Personnel staff member who wrote the referral as to the **possibility** of withdrawal under the W12 code, back to the day a petition against the student was filed.





Jefferson County  
Public Schools

# Appendixes Cited



**Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

[illegible]

Physician's Name: \_\_\_\_\_

**Address:**

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
---------------	-------------	--------------	------------

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_  
**The physician's Fax Number Must Be Included**

I, as parent or guardian of \_\_\_\_\_, authorize and approve the  
*Student's Full Name*

release of medical information concerning my above mentioned child as it relates to my request for an extension of the Jefferson County Public Schools' policy JED (Excused Absences) stating that after a total of ten (10) cumulative full day absences due to illness, parents are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for additional absences during the current school year to be excused.

**Parent/Guardian Signature:** \_\_\_\_\_

**Typed or Printed Name:** \_\_\_\_\_

**COMPLETE THEN MAIL OR FAX TO YOUR CHILD'S SCHOOL**

THOMAS JEFFERSON MIDDLE  
1501 RANGELAND ROAD  
LOUISVILLE, KY 40219  
(502) 485-8273

Report generated  
03/02/2010

Student \_\_\_\_\_  
Grade: \_\_\_\_\_  
Birthdate: \_\_\_\_\_

Parent/Guardian of: \_\_\_\_\_  
Address  
Louisville, KY 40219

---

Dear \_\_\_\_\_

Our records indicate that your child, \_\_\_\_\_ has accumulated three or more unexcused absences from school. It is extremely important that \_\_\_\_\_ attend every day to ensure continued success and involvement in school.

As stated in the Jefferson County Public School's Code of Acceptable Behavior and Discipline and the Student Bill of Rights parents are required to contact the school to provide a valid excuse for a student's absence. Our school makes reasonable attempts through phone calls and the district's automated callback system to contact the home when we have not been notified of an absence. You can assist us by calling the school at (502) 485-8273 when \_\_\_\_\_ is going to be absent and send a note as to the nature of the absence upon \_\_\_\_\_ return to school.

We are extremely interested in \_\_\_\_\_ academic growth and success in school. Please help us by encouraging and supporting \_\_\_\_\_ daily school attendance.

#### Kentucky's Compulsory Attendance Law

KRS 159.150 Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse on three (3) or more days is a truant. Any student who has been reported as truant two (2) or more times is a habitual truant...

Sincerely,

\_\_\_\_\_  
Principal

## Jefferson County Public Schools, Attendance Unit

**Letter of Concern**

Date: 3/3/2010

To the Parent/Guardian of

Address:  
School:  
Grade:Zip:  
DOB:

We are concerned about your child's attendance. The following is a record of absences for the 2009-2010 school year.

July 2009							August 2009							September 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	S	S	S	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	AX	AX	10	11	--
--	--	--	--	--	--	--	--	--	--	E01	14	--	--	--	14	15	16	17	18	--
--	--	--	--	--	--	--	--	17	18	19	20	21	--	--	AX	22	23	24	25	--
--	--	--	--	--	--	--	--	24	25	26	27	28	--	--	28	29	30	--	--	--
--	--	--	--	--	--	--	--	31	--	--	--	--	--	--	--	--	--	--	--	--
October 2009							November 2009							December 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	7	8	9	--	--	2	3	4	--	--	--	--	7	8	9	10	AX	--
--	12	13	14	15	16	--	--	9	10	11	12	13	--	--	TU	AX	AX	AX	AX	--
--	19	20	21	22	23	--	--	16	17	18	19	20	--	--	--	--	--	--	--	--
--	26	AX	AX	29	30	--	--	23	24	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	30	--	--	--	--	--	--	--	--	--	--	--	--
January 2010							February 2010							March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--	5	AX42	7	--	--	--	1	2	AX22	4	5	--	--	1	2	--	--	--	--
--	11	12	13	14	15	--	--	8	--	--	11	12	--	--	--	--	--	--	--	--
--	--	19	20	21	22	--	--	--	--	17	18	S	--	--	--	--	--	--	--	--
--	25	26	27	28	29	--	--	22	23	24	25	26	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
April 2010							May 2010							June 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Days Absent: 19.65 Excused: 10.65 Unexcused: 5.00 Tardy: 1.00 Suspended: 4.00

Codes: Au = Absent Unexcused TU = Tardy Unexcused S = Suspended  
Ax = Absent Excused TX = Tardy Excused

The above calendar may indicate your child as potentially needing service. Please give this attendance report your serious attention. Persistent, unexcused absences constitute truancy, and additional absences may result in formal action through Child Protective Services.

Continued unexcused days may warrant a Home Visit and/or the issue of a Final Notice.

Please remember to phone the school and send notes for all absences. Thank you for your cooperation in this matter.

School Social Worker

(phone)

Neighborhood Place

Kentucky School Law 159.150: Any child who has been absent from school without valid excuse for more than (3) days, or tardy on more than three (3) days, is a truant. Any child who has been reported as a truant more than two (2) times is a habitual truant. Being absent for less than all of a school day shall be regarded as being tardy.



## Jefferson County Public Schools, Attendance Unit

### Pre-CPS Notification

Date: 3/3/2010

Mr./Ms.

Address:

You are hereby notified that your child, \_\_\_\_\_, age 13, date of birth: \_\_\_\_\_, does not attend school as required by Kentucky law, having been absent on the dates as follows:

July 2009							August 2009							September 2009							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
																	1	S	S	S	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	AX	AX	10	11	--	--
--	--	--	--	--	--	--	--	--	--	--	E01	14	--	--	14	15	16	17	18	--	--
--	--	--	--	--	--	--	--	17	18	19	20	21	--	--	AX	22	23	24	25	--	--
--	--	--	--	--	--	--	--	24	25	26	27	28	--	--	--	28	29	30			
							--	31													

October 2009							November 2009							December 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
							--	2	3	4	--	--	--	--	7	8	9	10	AX	AX
--	12	13	14	15	16	--	--	9	10	11	12	13	--	--	TU	AX	AX	AX	AX	AX
--	19	20	21	22	23	--	--	16	17	18	19	20	--	--						
--	26	AX	AX	29	30	--	--	23	24	--	--	--	--	--						
							--	30												

January 2010							February 2010							March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--	5	AX42	7	--	--	--	8	--	--	11	12	--	--	1	2	--	--	--	--
--	11	12	13	14	15	--	--	--	--	17	18	S	--	--						
--	--	19	20	21	22	--	--	22	23	24	25	26	--	--						
--	25	26	27	28	29	--	--							--						

April 2010							May 2010							June 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--					--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--					--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--					--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--					--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Days Absent: 19.65    Excused: 10.65    Unexcused: **5.00**    Tardy: 1.00    Suspended: 4.00

Codes: Au = Absent Unexcused TU = Tardy Unexcused S = Suspended  
Ax = Absent Excused TX = Tardy Excused

This is your final notification. If your child has one more unexcused absence, a referral to Child Protection Services for educational neglect will occur.

This is to certify that I served this notice on \_\_\_\_\_ (\_\_\_\_\_), the person named herein, on this 3rd day of March, 2010.

JCPS School Social Worker

If additional contact is needed, please call: \_\_\_\_\_

Kentucky School Law 159.150: Any child who has been absent from school without valid excuse for more than (3) days, or tardy on more than three (3) days, is a truant. Any child who has been reported as a truant more than two (2) times is a habitual truant. Being absent for less than all of a school day shall be regarded as being tardy.





Jefferson County Public Schools, Attendance Unit  
P.O. Box 34020  
Louisville, Kentucky 40232-4020  
(502) 485-3223

### Truancy Notice

Date: 3/3/2010

Attention:  
Student:  
School:  
Address:

DOB:  
Grade:  
Zip:

We are concerned about your child's attendance. The following is a record for the 2009-2010 school year:

July 2009							August 2009							September 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	S	S	S	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	AX	AX	10	11	--
--	--	--	--	--	--	--	--	--	--	E01	14	--	--	--	14	15	16	17	18	--
--	--	--	--	--	--	--	--	17	18	19	20	21	--	--	AU	22	23	24	25	--
--	--	--	--	--	--	--	--	24	25	26	27	28	--	--	28	29	30	--	--	--
--	--	--	--	--	--	--	--	31	--	--	--	--	--	--	--	--	--	--	--	--
October 2009							November 2009							December 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--	--	--	AU	--	--	--	2	3	4	--	--	--	--	7	8	9	10	AU	--
--	12	13	14	15	16	--	--	9	10	11	12	13	--	--	TU	AX	AX	AX	AX	--
--	19	20	21	22	23	--	--	16	17	18	19	20	--	--	--	--	--	--	--	--
--	26	AX	AX	29	30	--	--	23	24	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	30	--	--	--	--	--	--	--	--	--	--	--	--
January 2010							February 2010							March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--	5	AX42	7	--	--	--	1	2	AX22	4	5	--	--	1	2	--	--	--	--
--	11	12	13	14	15	--	--	8	--	--	11	12	--	--	--	--	--	--	--	--
--	--	19	20	21	22	--	--	--	--	17	18	S	--	--	--	--	--	--	--	--
--	25	26	27	28	29	--	--	22	23	24	25	26	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
April 2010							May 2010							June 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Days Absent: 19.65 Excused: 10.65 Unexcused: 5.00 Tardy: 1.00 Suspended: 4.00

Codes: Au = Absent Unexcused TU = Tardy Unexcused S = Suspended  
Ax = Absent Excused TX = Tardy Excused

Assistant Director Pupil Personnel

Please give this attendance report your serious attention. Persistent, unexcused absences constitute truancy, and additional absences may result in formal action through **Court** and/or **Child Protective Services**.

Please contact the guidance counselor, the principal, or the attendance clerk to discuss your child's status and possible solutions to the his/her attendance deficiency at

Kentucky School Law 159.150: Any child who has been absent from school without valid excuse for more than (3) days, or tardy on more than three (3) days, is a truant. Any child who has been reported as a truant more than two (2) times is a habitual truant. Being absent for less than all of a school day shall be regarded as being tardy.



