

### Attendance/Truancy Prevention Forms

Date: \_\_\_\_\_

Dear Parent/Guardian:

In support of regular school attendance, Breathitt County School District has adopted an Attendance/Truancy Prevention Plan.

All parents/guardians are required to notify the school when their child is absent. Notification should occur on the day the student is absent from school and include the number of days the child is expected to be absent.

A written explanation of an absence is required upon the student's return to school. Valid excused absences include student illness, visit to a physician or dentist, death in the family, religious holidays, or other extenuating reasons approved by the school administrator.

The following general sequence of actions shall take place to address absences/truancy:

1. In response to the first and second unexcused absences, parents/guardians shall be notified, either by phone or in writing, of the student's absence.
2. In response to the third unexcused absence, parents/guardians shall receive formal notification from the school of the student's potential status of truant as defined by Kentucky School Law and will be required to attend an attendance review conference at the local school.
3. In response to the fourth unexcused absence, a parent/student/school conference shall be held to address the nature of the absences/truancy. An Administrative Attendance Review shall be conducted at this conference and results of the review shall be forwarded to the Director of Pupil Personnel.

Referral of the student shall also be made to FRYSC Directors. This shall result in a home visit to determine the nature of the absence. This visit shall occur between the fourth and sixth unexcused absences.

4. In response to the sixth unexcused absence, parents/guardians shall receive formal notification of students' potential status as a habitual truant from the Director of Pupil Personnel.

In response to the seventh unexcused absence, the Director of Pupil Personnel shall visit the home, and as appropriate, file an educational neglect report to Child Protective Services.

Final notice shall be issued to the parents. Students who continue to accumulate unexcused absences shall be referred to Family and/or Juvenile Court. Parents/Guardians of students who continue to be truant may be subject to a fine.

Thank you for supporting regular attendance.

Respectfully,

\_\_\_\_\_  
Signature of Principal

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**Attendance/Truancy Prevention Forms**

**PARENTAL/GUARDIAN CONTACT**

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date(s) Absent: \_\_\_\_\_

1<sup>st</sup> Unexcused absence -Letter of Concern from teacher. Date mailed: \_\_\_\_\_

2<sup>nd</sup> Unexcused absence Letter requesting parent/student/administrator conference.

Date mailed: \_\_\_\_\_ Date of Conference: \_\_\_\_\_

3<sup>rd</sup> and 4<sup>th</sup> Unexcused absences-Continue to contact parents by phone or letter.

3<sup>rd</sup>: \_\_\_\_\_

4<sup>th</sup>: \_\_\_\_\_

5<sup>th</sup> Unexcused absences- Parent/guardian conference that include the Administrative Attendance Review. Date of conference: \_\_\_\_\_

6<sup>th</sup> Unexcused absences- FRYSC will begin to work with students and/or family concerning their attendance. Date this begins: \_\_\_\_\_

5<sup>th</sup>: \_\_\_\_\_

6<sup>th</sup>: \_\_\_\_\_

7<sup>th</sup> Unexcused absence- Referral to Office of Pupil Personnel. Date of referral: \_\_\_\_\_

Other contact concerning the students' attendance:

Date: \_\_\_\_\_ Contact(s): \_\_\_\_\_

Date: \_\_\_\_\_ Contact(s): \_\_\_\_\_

Date: \_\_\_\_\_ Contact(s): \_\_\_\_\_

Date: \_\_\_\_\_ Contact(s): \_\_\_\_\_

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**Attendance/Truancy Prevention Forms**

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**PARENT/GUARDIAN CONTACT LETTER FROM TEACHER**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

\_\_\_\_\_ has one (1) unexcused absence from school. Unexcused absences are issued when a student has not been in school and the school has not been notified as to the nature of the absence or when, even though the school has been notified of the students' absence, the reason does not fall under excused absences set forth in District policy.

I am concerned when a student misses my class. Although a student can make up assignments, the student often misses lessons that cannot be re-taught. Once a student gets behind, they tend to struggle with new concepts, etc. I don't want to see your child in this kind of situation. I want to see all students successful and being successful requires that they be at school on a daily basis.

It really helps when parents/guardians notify the school concerning their child's absences. Breathitt County Board Policy states:

Parents/guardians shall notify the school when their child is absent. Notification should occur on the day the student is absent and include the number of days the student is expected to be absent. A written explanation of the reason for the absence shall be required upon the student's return to school.

Please view this letter as my concern for your child's academic and social well-being.

Respectfully,

\_\_\_\_\_  
Signature of Teacher

**Attendance/Truancy Prevention Forms****PARENT/GUARDIAN CONTACT LETTER FROM PRINCIPAL/DESIGNEE**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

\_\_\_\_\_ has ☐ two (2), ☐ three (3) unexcused events from school. Unexcused events are issued when a student has not been in school and the school has not been notified as to the nature of the absence or when, even though the school has been notified of the students' absence, the reason does not fall under excused absences set forth in District policy. It is extremely important that your child attend school every day to ensure his/her continued success and involvement in school. If this is the third unexcused absence, a conference date will be set and noted in this letter.

As Board policy states, parents are required to contact the school to provide a valid excuse for a student's absence. In addition, our school makes reasonable attempts to contact you by phone when the school has not been notified of an absence. Please contact the school when your child is going to be absent, and send a note as to the nature of the absence upon his/her return to school.

A conference has been set for \_\_\_\_\_ concerning your child's unexcused and/or excessive absences from school. Please attend this conference.

The following is a reminder to you about Kentucky School Law regarding Compulsory Attendance:

**KRS 159.150 Definitions of truant, habitual truant and being tardy --  
Adoption of truancy policies by local school boards.**

Any child 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 child who has been reported as a truant two (2) or more times is an habitual truant. Being absent for less than half of a school day shall be regarded as being tardy.

Respectfully,

\_\_\_\_\_  
Signature of School Official \_\_\_\_\_ School

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**Attendance/Truancy Prevention Forms**

**STUDENT/PARENT CONFERENCE FOR FOURTH UNEXCUSED ABSENCE**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

A conference was held to determine the nature of the absences reported as unexcused on the above-mentioned student's attendance report. It was determined:

☐ That the student had a valid written excuse for the absences.

☐ That the student did not have a valid excuse for the absences.

☐ That the parent/guardian has been notified as to the unexcused absences and the Compulsory Attendance Law for Kentucky.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Administrator

**Attendance/Truancy Prevention Forms****ADMINISTRATIVE ATTENDANCE REVIEW**

**Date:** \_\_\_\_\_ **Student's Name:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_

Today a conference was held to review the above-mentioned student's attendance records and to determine the nature of the unexcused days recorded. It has been determined through this conference, that the absences in question were not excused and meet the definition of truancy as defined below. A copy of this document has been given to the parent/student, the original will be placed in the student's attendance record, and a copy will be forwarded to the Director of Pupil Personnel.

**"COMPULSORY EDUCATION IS THE LAW"****KRS 159.150 Definitions of truant, habitual truant and being tardy -- Adoption of truancy policies by local school boards.**

Any child 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 child who has been reported as a truant two (2) or more times is a habitual truant. Being absent for less than half of a school day shall be regarded as being tardy.

**KRS 159.180 Parents responsible for children's violations.**

Every parent, guardian, or custodian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010 to 159.170 by the child. Before any proceedings are instituted against the parent, guardian, or custodian for violation of KRS 159.010 to 159.170, a written notice of the violation shall be served on the person by the director of pupil personnel, and one (1) day shall be given for the termination of the violation. After such notice, if the violation is continued or if the provisions of KRS 159.010 to 159.170 are again violated during the school term by the child, no further notice shall be necessary and the parent or guardian shall be punishable as provided in KRS 159.990. A notice by certified mail, return receipt requested, or by personal service by the director of pupil personnel shall be a legal notice.

**KRS 159.990 Penalties.**

- (1) Any parent, guardian, or custodian who intentionally fails to comply with the requirements of KRS 159.010 to 159.170, except as provided in subsection (5) of this section, shall be fined one hundred dollars (\$100) for the first offense, and two hundred fifty dollars (\$250) for the second offense. Each subsequent offense shall be classified as a Class B misdemeanor. A new offense shall not be constituted until any previous offense has been finally adjudicated. The court trying the case may suspend enforcement of the fine if the child is immediately placed in attendance at a school, and may finally remit the fine if the attendance continues regularly for the full school term. School attendance may be proved by an attested certificate of the principal or teacher in charge of the school.
- (5) Any of the following who intentionally fails to comply with the requirements of Section 1 of this Act shall be fined one hundred dollars (\$100) for the first offense and two hundred fifty dollars (\$250) for each subsequent offense:
- (a) A student enrolled in a public school who has attained the age of eighteen (18) years, but who has not yet reached his or her twenty-first birthday, for whom a guardian has not been appointed by a court of competent jurisdiction, whether or not that student is identified as an exceptional child or youth under KRS 157.200(1)(a) to (m);
  - (b) A parent, guardian, or custodian of a student enrolled in a public school who has not reached his or her eighteenth birthday; or
  - (c) A guardian appointed by a court of competent jurisdiction of a student who is enrolled in a public school, has been identified as an exceptional child or youth under KRS 157.200(1)(a) to (m), and has attained the age of eighteen (18) years, but who has not yet reached his or her twenty-first birthday.

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*Signature of Parent/Guardian*

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*Signature of Student*

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*Signature of Administrator*

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*School*

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### Medical Excuse Form

#### Student Information (completed by parent/guardian)

Student Name: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ Time of Appointment: \_\_\_\_\_

Reason for Appointment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize this health care provider to release the information requested on this form for my child listed above:

\_\_\_\_\_  
\_\_\_\_\_  
Parent or Guardian Signature

#### The following is to be completed by a Medical Professional:

*The above named student has exhausted his/her use of health care provider's notes (10 per year) for this school year. As a result, Breathitt County Schools requires medical verification for the following information.*

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Was it medically necessary for this student to be absent on date of appointment?

☐ Yes ☐ No Comments: \_\_\_\_\_

Was it necessary for the student to have missed all day due to office location, illness, nature of treatment, etc.? ☐ Yes ☐ No

Will this student need to be absent more than one day? ☐ Yes ☐ No

If Yes, how long? \_\_\_\_\_

(NOTE: If this student will be out for more than five (5) consecutive school days, please complete a homebound application.)

This student may return to school on \_\_\_\_\_  
\_\_\_\_\_ Date

#### HEALTH CARE PROVIDER

Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Health Care Provider: \_\_\_\_\_

Date: \_\_\_\_\_