

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. Medical or dental appointments with written verification from the dentist or the physician;
4. Religious holidays and practices as approved by the Assistant Principal;
5. One (1) day for attendance at the Kentucky State Fair;
6. Documented military leave;
7. One (1) day prior to departure of parent/guardian called to active military duty;
8. One (1) day upon the return of parent/guardian from active military duty;
9. 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;
10. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
11. Students participating in any of the page programs of the General Assembly;² or

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

12. 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.

After six (6) excused absences for reasons stated above, parents shall receive written notification of the student's attendance record. Under procedures developed by the Superintendent, additional absences shall result in conferences with the parent and/or student disciplinary action.

Students shall be allowed a maximum of two (2) tardies and four (4) absences, excused using Parent Notes, per semester. Additional tardies and/or absences must be approved by the Principal. Parents/guardians shall be informed of the number of tardies and absences their child(ren) have accumulated at the end of each grading period.

Up to ten (10) days and/or tardies per school year may be excused by a note from a health care provider. Any absences/tardies due to medical reasons in excess of ten (10) days will be unexcused unless there has been consultation with the school administration. The Principal may "principal excuse" these absences with appropriate documentation and may refer the matter to the Director of Pupil Personnel, the Section 504 coordinator, or the Admissions and Release Committee for further review.

Medical Excuse Form: Up to ten (10) days and/or tardies per school year may be excused with a health care provider's note. Any absence or tardy event due to medical reasons in excess of ten (10) health care provider's notes will require the presentation of the Medical Excuse form before the absence will be excused. After ten (10) days of absence/tardiness in a school year for medical reasons, the Medical Excuse form shall be completed in order for the student to receive additional medical excuses. The Medical Excuse Form shall be returned to the school within five (5) days of the student returning to school from the absence. The Medical Excuse form is available at each school, the office of the Director of Pupil Personnel, on the official District website, and at parent request. Medical reasons after ten (10) absences will be considered for excuse by the Principal ONLY if the Medical Excuse Form is presented.

EXCUSED ABSENCES (CONTINUED)

When an extended absence is anticipated, students and parents should notify and make arrangements with school personnel. When a student must miss more than five (5) consecutive school days due to illness or surgery, home/hospital instruction may be an option.

Excuses from a health care provider should include

- Name of health care provider
- Date of appointment
- Date student can return to school (absences will be unexcused if the student does not return on the indicated date)
- Health care providers signature

NOTES REQUIRED

When returning to school after an absence, students shall bring a written excuse from their parents to obtain an admission slip to present to their teacher(s).

UNEXCUSED ABSENCES

Days missed due to suspension from school shall be considered unexcused absences.

Any absence that exceeds a half day due to an appointment will be counted as unexcused unless a note is provided by a parent or health care provider allowing a full day for an absence.

Students with six (6) or more unexcused days shall be ineligible for extracurricular activities (i.e. athletics, academic competitions, dances, prom, etc.).

Any twelfth (12th) grade student who has accumulated six (6) unexcused days will not be allowed to participate in high school graduation ceremonies.

EXCESSIVE TARDIES

A student who reports to school more than twenty (20) minutes late or who is late without a valid excuse to the first class of the day or the first class after lunch shall be subject to disciplinary action.

MAKEUP WORK

Makeup work is the responsibility of the student. Teachers may set reasonable time limits for the student to complete makeup work, but in no case shall more than three (3) days be allowed. Students who fail to complete makeup work shall receive a zero for the assignment(s).

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

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REFERENCES:

¹702 KAR 007:125

²KRS 159.035

KRS 36.396; KRS 38.470; KRS 40.366

KRS 158.070; KRS 158.183; KRS 158.293; KRS 158.294; [KRS159.160](#)

KRS 159.140; KRS 159.150; KRS 159.180

OAG 76-566; OAG 79-68; OAG 79-539; OAG 91-79; OAG 96-28; [OAG 74-312](#)

RELATED POLICIES:

09.111; 09.122; 09.4281; 09.432; 09.434

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

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