

STUDENTS

09.123

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 7:125.¹

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

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

13. 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.

SPECIAL CONSIDERATION

Parents/guardians of chronically ill students or students with disabilities should notify the school in writing in order for these children to receive special consideration.

NOTES REQUIRED

All absences shall be considered unexcused unless the student brings a note from the parent [or medical provider within three \(3\) days of returning to school](#). [Electronic signatures can be used for checking in/check out attendance logs and other documentation in regard to attendance and related forms. Parent notes and medical excuses may be sent by email to help comply with the three \(3\) day time frame. However, the original medical documents must also be turned in soon after as the KDE requires the original documentation.](#)

Deleted: on the next day of attendance

High school students who fail to take semester examinations and do not obtain an excuse from the Principal or provide a doctor's excuse for such absence shall be given a failing grade for the examination.

MAKE-UP WORK

The student shall contact the teacher within one (1) day after returning to school to make arrangements for make-up work. Unless otherwise noted in the school's approved SBDM policy, any student who has an unexcused absence shall not be allowed to make up tests, class projects or homework.

Days missed while on suspension shall be counted as unexcused absences.

Students who are absent for more than one-half (1/2) of the grading period shall receive a report card grade of "Incomplete" for each class involved. At the end of the semester, these shall become failing grades unless, in the judgment of the Principal and the teachers, the work has been made up.

Absences and Excuses

ATTENDANCE AWARDS

At the end of the school year, students with no absences and no more than three (3) unexcused tardies shall be honored.

ADDITIONAL INFORMATION

(For additional information regarding attendance of students in grades seven through twelve [7-12], see Board Policy 09.1233.)

REFERENCES:

¹702 KAR 7:125

²KRS 159.035

KRS 36.396; KRS 38.470; KRS 40.366; KRS 158.070; KRS 158.183; KRS 158.293

KRS 158.294; 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)