

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.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

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

Students shall be given six (6) excused absences to be verified with a parent note for the reasons listed below. After the student has presented six (6) parent notes, a doctor's note shall be required for any absence to be considered excused.

An excused absence or tardiness is one for which the student shall be permitted to make up work, such as:

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil, including mental or behavioral health;
3. Death of a close friend;
4. Quarantine of pupil;
5. Religious holidays and practices;
6. Severe weather conditions or natural disasters;
7. Doctor and dentist appointments (Dates and times shall be verified by a physician's signed statement); Student shall be excused only for the length of time of a scheduled doctor's appointment plus reasonable travel time unless the doctor's excuse recommends absence for a set number of days.
8. Moving of family possessions;
9. One (1) day for attendance at the Kentucky State Fair;
10. Regional attendance at District Alternative School;
11. Documented military leave;

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12. One (1) day prior to departure of parent/guardian called to active military duty;
13. One (1) day upon the return of parent/guardian from active military duty;
14. 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;
15. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
16. Students participating in any of the page programs of the General Assembly;² or
17. 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.

Excused Tardies

Every school will accept six (6) excuses for tardies to/from school for reasons noted and signed by a parent/guardian and submitted to the school. Reasons listed by parent on the sign-in/sign-out record at the school will constitute a note. A student who is absent from school for less than thirty-five percent (35%) of the day is considered to be tardy.

NOTES REQUIRED FOR EXCUSED ABSENCES

Within five (5) days of return to school, students shall present a note signed by a parent/guardian or a medical professional, to the designated school personnel. If an appropriate note is not presented within five (5) days, the absence(s) shall be deemed unexcused.

ADMIT ABSENCES

An admit absence is one for which advanced assignments shall be completed and submitted to the teacher(s) upon returning to school, such as:

1. Requested absence of pupil by parent/guardian for pupil to be with family on out-of-town trip or assisting the family with work that must be completed for the welfare of the family (days may be limited by administrative regulation),

2. Driver's test and permit test,

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3. Subpoenaed court appearance, and
4. Other valid reasons as determined by the Principal.

PERFECT ATTENDANCE

To qualify as having perfect attendance, a student shall not have missed more than one-half (1/2) day of cumulative absence and not have more than five (5) unexcused tardies.

UNEXCUSED ABSENCES

An unexcused absence is one without proper notification from a pupil's parent or one that does not fall within the criteria listed above. Any pupil who has an unexcused absence shall not be allowed to make up any work including tests.

REFERENCES:

¹[702 KAR 007:125](#)

²[KRS 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; 09.4294

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

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