

Grand County School District
Grand County Middle School - Grades 7 & 8

Notification of Absence

(This notification allows the student to complete assignments missed during the absence)

Student Name: _____ Grade: _____

Date: _____ Date(s) of Absence: _____

Reason for absence: _____

Policy 5300: STUDENT COMPULSORY EDUCATION AND ATTENDANCE

Section 4.3: Every student is required to be in school and in each class. **State Law - Utah Code Section 53A-11-101 stipulates that every parent or guardian having control of any minor between ages 6 and 18 years of age shall assure that such minor shall attend school '180 days /990 hours'.**

Absence

- The parent of an absent student must provide the school with a valid, written, signed excuse within five (5) school days of the student returning to school.
- Should a student be absent five (5) times without a valid excuse, the school shall issue to the parent(s) a Truancy Citation Notice. This notice sets a conference meeting for the family to meet with the principal to resolve attendance concerns.
- Should a student continue to be absent without a valid excuse five (5) more times, for a total of ten (10) absences without a valid excuse, the school shall refer the student to Juvenile Court for violation of state compulsory education code.

Pre-Arranged Absence

- Should a case arise involving **extenuating family need for the extended absence** of a child, a parent must gain approval for the absence from the principal in the form of a prearranged absence.
- **The parent must meet with the principal at least two (2) days prior to the absence.**
- The principal retains the authority to deny the pre-arranged absence if it is determined that the extended absence will adversely affect the child's education. **Grades must be reviewed.**
- The school does not guarantee pre-collection of work to be missed by the student during the proposed absence. Upon return, the student is allowed two school days per each day of absence **to submit** work missed during the absence. It is the responsibility of the parent to oversee completion and submission of work missed by his or her child during the absence.

I have read and understand this policy: _____

Parent Signature

Office only _____

<p>Excused/Pre-Arranged with <u>valid</u> excuse</p> <p>___ Medical/Dental appointment</p> <p>___ Death of family member</p> <p>___ School activity</p> <p>___ Other extenuating circumstance _____</p>
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<p>Unexcused</p> <p>Reason _____</p> <p>_____</p> <p>Meeting requested: YES NO</p>

Principal Signature

Assignments to be completed during student's absence from school

	Subject	Assignment	Teacher's Initial
1			
2			
3			
4			
5			
6			
7			

It is highly recommended that the student complete the assignments listed above so they do not fall behind in their studies during their absence.