

**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 \_\_\_\_\_

|  |
|--|
| <b>Excused/Pre-Arranged with <u>valid</u> excuse</b> |
| ___ Medical/Dental appointment                       |
| ___ Death of family member                           |
| ___ School activity                                  |
| ___ Other extenuating circumstance _____             |

|                           |
|---------------------------|
| <b>Unexcused</b>          |
| Reason _____              |
| _____                     |
| Meeting requested: YES NO |

**Principal Signature**

**Assignments to be completed during student's absence from school**

|          | <b>Subject</b> | <b>Assignment</b> | Teacher's Initial |
|----------|----------------|-------------------|-------------------|
| <b>1</b> |                |                   |                   |
| <b>2</b> |                |                   |                   |
| <b>3</b> |                |                   |                   |
| <b>4</b> |                |                   |                   |
| <b>5</b> |                |                   |                   |
| <b>6</b> |                |                   |                   |
| <b>7</b> |                |                   |                   |

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