

ATTENDANCE REGULATIONS

Attendance Regulations:

Beginning with the 2010-11 school year and continuing, attendance calculations will change from Full Time Equivalency (FTE) to whole-day/half-day. There will be no changes in the way attendance values are reported. Daily attendance will now be represented as 0%, 50% or 100%. Please refer to the chart below to assist with understanding the calculations for tardiness, half-day and whole-day attendance values.

<i>Funded</i>	<i>1.0 =Whole-Day</i>	<i>0.5=Half-Day</i>	<i>0=No Attendance</i>	<i>1.0=Tardy</i>
<i>Present</i>	<i>100% - 65%</i>	<i>64% -16%</i>	<i>15% - 0%</i>	<i>99% - 65%</i>
<i>Absent</i>	<i>0% -35%</i>	<i>36% -84%</i>	<i>85% -100%</i>	<i>0% -35%</i>

TARDIES:

There will be no change in the way a tardy is entered. If a tardy exceeds 35% absent, it is then considered a half-day absence. No separate code is needed for a tardy, whether excused or unexcused. Once marked excused or unexcused, the program automatically calculates it as a tardy or an absence.

Parents **must** send a signed note to school anytime a child is absent **including tardies** within three school days of the student returning to school after an absence. If a valid note is not received within the three day limit, the absence will be recorded as unexcused. A note is required even if the parent noted the reason on the sign-in/sign-out log at the time of check in or check out.

A student will be excused for one day for the military deployment of a parent/guardian and one day when a parent/guardian returns from military deployment.

After five (5) Doctor excused statements, students will be required to complete an Alternate Sick Day Form to be signed by the physician. This form will indicate how many Doctor excuse days have been used. Forms will be available at each school's office.

Student's Name

School Name

Parent's signature

Date