



## Attendance

- This document serves as a quick reference for attendance. HASD board policy for attendance can be found [here](#).
- Students have a maximum of ten (10) days of absences before they are required to have medical excuses. Within the first ten (10) days, parent notes that include the date, student's name, and reason for absence will be accepted if submitted within three (3) days of the absence.
  - The first ten (10) days include all absences, including vacations, medically excused absences, and parental notes.
- Students are considered truant if they have three (3) **unexcused** absences.
- Students are considered habitually truant if they have six (6) **unexcused** absences.
- The school will send a written notice after a student's third unexcused absence. If the student has another unexcused absence, the school will set up a School Attendance Improvement Conference (SAIC) meeting. The purpose of this meeting is to put forth a plan for improved attendance.

- If the student has a SAIC and has missed seven (7) or more unexcused days, the school will refer the student to a school-based or community attendance program and the local children and youth (CYS) agency. At this time, the school may file a citation with the magisterial district judge.
- Educational trips may be taken during the school year under the following conditions, per the elementary handbook:
  - A written request is sent to the principal five (5) days before the trip.
  - The trip is taken within the student's first ten (10) days of absence.
  - The student is in good academic standing.
- Excuses sent with students can get lost. If you prefer, you may email or fax excuses to the school office. Please send excuses to:
  - Mrs. Amy Wagner - [awagner@huntsd.org](mailto:awagner@huntsd.org)
  - Mr. John Miller - [jmiller@huntsd.org](mailto:jmiller@huntsd.org)
  - Ms. Anna Boughner - [aboughner@huntsd.org](mailto:aboughner@huntsd.org)
  - Fax - 814-643-5947