

## STUDENT ABSENCES - EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, school-sponsored or approved activities, and appointments that cannot be scheduled outside the school day.

Students whose absences are approved will make-up the work missed in a timely manner and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school one-half day or full day the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 294.4; 299 (2013).  
281 I.A.C. 12.3 (4).

Cross Reference:  
501 Student Attendance  
503 Student Discipline  
504 Student Activities  
506 Student Records

Approved: July 13, 1992

Reviewed: July 11, 1994; June 10, 1996; June 14, 2004

Revised: December 13, 2010; February 10, 2014; March 14, 2016