

**STUDENT ATTENDANCE ADMINISTRATIVE REGULATION
(GRADES K-8)**

Consistent attendance in school is of prime importance in students' educational achievement. The following regulations are intended to monitor student attendance and provide incentives for students for regular attendance in Grades K-8.

- A. Parents are expected to notify the building administrator/designee when they know in advance that their child will be absent from school.
- B. When a student is absent due to illness and for other unforeseen circumstances, parents shall provide a written explanation addressed to the building administrator/designee.
- C. Absences for portions of school days and tardiness will be counted cumulatively and translated into equivalent days.
- D. In grades K-8, a cumulative absence (excused and unexcused) of 20 days will result in consideration of retention.

Cross Reference: IKE – Promotion, Retention and Acceleration of Students

Adopted: 1/8/14