

# SOLON COMMUNITY SCHOOL DISTRICT

301 South Iowa Street, Solon, IA 52333 • (319) 624-3401 • (319) 624-2518 (FAX) •



## Attendance Procedure

### Attendance Regulations

The school principal will consider the following factors when determining if a student is excused. Examples of excused absences:

- Medical documented illness (From Doctor, School Nurse, etc.)
- Medical documented appointments (Physician, Dentist, etc.)
- Funeral
- Court documented appointments (Juvenile Court, DHS, etc.)
- School Sponsored Activities
- Religious Holiday
- College Visit (High School)
- Approval of building principal

Reasons not listed above are considered unexcused. School districts define what are excused and unexcused absences. The determination of whether an absence is excused is made by the school principal (or designee), not by the parent.

Any day(s) beyond six, without a documented excuse for the absence, is considered truant. Steps will begin towards mediation for excessive absenteeism.

### Steps in the Attendance Process:

**Step 1:** 6th unexcused day= Letter from school notifying parent/guardian that student has accumulated 6 unexcused absences.

**Step 2:** 9th unexcused day= Meeting with school officials.

**Step 3:** 12th unexcused day= Mandatory Administrative Attendance Hearing. Parent or Guardian will be served notice and a copy of the meeting request will be sent to the Johnson County Attorney's Office.

**Step 4:** Continued unexcused absences= Referral for legal action

*Please consult building handbooks for additional information about attendance procedures, including tardy procedures.*