



## Understanding Attendance

Laurel County Public Schools strive to be the best in every aspect of education. Your child's attendance matters. Your cooperation is absolutely necessary for your child's future success.

Below is some very useful information to aide your child in having good attendance.

### **What should I do when my child is absent?**

1. Always call and inform the Attendance Clerk of your child's absence.
2. Always send in a note. Be sure to include the date of your child's absence and your child's first and last name. If you're sending in a funeral card, always write your child's first and last name on it.
3. You have two days after your child is absent to turn notes in.

### **How many days can my child miss a year before they're in attendance trouble?**

Your child has 8 parent excuses available per year and 12 Doctor excuses. We have EHO's (Educational Enhancement Days) that you may use. These are days that your child can miss, with Principal approval, for educational reasons.

For more complete details on attendance issues, see the Laurel County Student Code of Acceptable Conduct and Discipline.

### **What happens if I run out of parent notes?**

You will need to send in a Doctor excuse in order to get it excused. Aster 12 Dr. excuses, medical proof such as a diagnostic sheet or statement from a physician will be required before the absence will be considered for excused status.

### **What does unexcused days mean?**

- After a student has accumulated **THREE (3)** unexcused absences, the Principal/Attendance Clerk will notify the parent(s) by mail.
- At **SIX (6)** unexcused absences, the Principal/Attendance Clerk shall notify the parent (s) and a referral shall be made to the Pupil Personnel Director.
- At **NINE (9)** unexcused absences, the Principal/Attendance Clerk shall notify the parent(s) by **MAIL** and request the parent(s) schedule a conference at the school no later than (3) days after notification. The school will also notify the Pupil Personnel Director at nine (9) unexcused absences.

For a complete detailed list of **ATTENDANCE** rules please refer to the Laurel County Student Code of Conduct and Discipline.