



## **Administrative Directive 4.10.012-AD**

### **Student Attendance and Absences**

Oregon law requires parents or guardians to send their children between the ages of 7 and 18 years to a full-time public school regularly until they have completed the 12th grade. (ORS 339.010)

#### **I. Definitions:**

- A. Full day absence means missing 75% or more of the day.
- B. Half day absence means missing 25% to 75% of the day.
- C. Class absence means missing more than 25% of the class period.
- D. Excused absence means that the parent or guardian provided an excusable reason for the absence verbally or in writing either prior to the absence or within three days after the student's return to class.
- E. Tardy means not present at the start of class and arriving prior to the completion of 25% of the class period or the entire morning or afternoon session if the sessions are not divided into individual periods.
- F. Unplanned absence means the student is absent from the class and the teacher and/or school did not know in advance.

#### **II. Attendance Reporting: Principals shall establish and implement procedures through which the school can appropriately report on student attendance.**

- A. Attendance Records: The school will maintain attendance records.
  - 1. Attendance records may include, but are not limited to, teacher or school attendance register; classroom daily attendance sheet; weekly attendance and truancy records, excused and unexcused absence records; tardiness records; notes from parents/guardians; and related documentation.
- B. Retention of attendance records is required for three years.



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C. Reporting Absences: Parents/guardians must be notified by the end of the school day on any day that the child has an unplanned absence.

1. Notification must be provided:

- (a) In person; or
- (b) Directly by telephone (by staff or autodialer); or
- (c) By any other method identified in writing by the parent/guardian to the child.

2. If a parent/guardian cannot be contacted in person or directly by telephone and another method has not been identified by the parent/guardian, a message shall be left for the parent/guardian where possible.

3. Irregular attendance: When a student's attendance is irregular, the school shall notify the parent/guardian by letter, telephone, or electronic mail and will also be noted on the student's report card. In such instances, it is important that parents or guardians take additional measures at home and in consultation with the school to assure improved attendance patterns.

D. Recording Absences: Absence of whole days or part days shall be reported in accordance with instructions from the office of the superintendent and in a manner compatible with State requirements.

1. School staff will accurately enter absences into the electronic student information system.

2. Absences are unexcused unless an excuse is received from the parent/guardian prior to the absence, or within three days after the return of the student to school or class, and falls within excusable absences as determined by the district.

3. Verbal communications from the parent/guardian explaining the reason for the absence shall be recorded on a log and become part of the attendance records to be retained for three years.



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#### **III. Excused Absences:**

##### **A. General Education Program:**

1. An absence may be excused if the student is absent because of illness, the mental or behavioral health of the student, a family member's illness, or an emergency.
2. In addition to the reasons identified above, a principal or teacher shall excuse not more than 7 days of absences during the school year if the pupil is a dependent of a member of the Armed Forces on or about to go on active duty.
3. A principal or teacher may also excuse absences for other reasons when satisfactory arrangements are made in advance of the absence.
4. Upon application of the parent or guardian, or, if the student has attained the age of majority, upon application of the student, a student may be excused from school to receive instruction in religion for up to two hours a week for elementary pupils and up to five hours a week for secondary pupils.
5. Students wishing to complete school before the end of the school year may, upon a request to the principal, be excused provided they satisfactorily meet the requirements for examination and make up work as deemed necessary by the school administration.
6. The District defines all other excused absences.

##### **B. Physical Education:**

1. **Permanent Absenteeism:** A permanent excuse from physical education may be granted upon the written request and recommendation of a physician.
2. **Part-time Attendance:** Regular attendance should be required in physical education and health classes, as with any other subject of the



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school program. However, students may receive temporary excuses for illness, accident, or religious reasons. In each instance, a written request from the parent describing the reason for the excuse must be placed on file.

- a) Excuses for Illness: Excused absences for illness shall ordinarily not be effective for more than a three-day period, and should ordinarily be limited to two consecutive such periods.
- b) Dancing or Music Classes: Upon the written request of the parent/guardian, students may be excused from dancing classes on disability or religious grounds. Parents should follow the District's waiver process. It is the responsibility of the parent/guardian to provide alternative options to the school. In honoring these requests, students should not be made conspicuous.

C. Communicable Diseases: If a student has a school restrictable disease as determined by the Local Public Health Authority (Multnomah Educational School District), s/he shall not attend school as long as the disease is in a communicable stage. These restrictions may be removed by the written statement of the local health officer or designee or a licensed physician that the disease is no longer communicable to others in the school setting. A school nurse may remove certain disease restrictions.

Policy Implemented: [4.10.010-P Compulsory Enrollment and Attendance](#)

History: Formerly ADs 4.10.080, 4.10.081, 4.10.082, 4.10.012-AD; Amended 8/11; Amended 7/1/2020; Amended 5/24

Legal References: OAR 166-400-0600, ORS 339.010, ORS 339.065