



ALBION MIDDLE SCHOOL

ATTENDANCE POLICY

IMPORTANT: Please Read

According to Utah State Law, it is a misdemeanor if you fail to have your child in regular attendance.

1. After 5 absences, the Teacher makes a personal contact with the parents. Improved attendance is encouraged.
2. After 10 absences, the Counselor makes a personal contact.
3. After 16 absences, the Assistant Principal sends **Letter #1** home. Letter #1 tells the parent to call the school to discuss the child's attendance.
4. After 20 absences, the Assistant Principal sends **Letter #2** home. Letter #2 has an appointment time set up for the parent to come in and talk to the Principal about the student's absences.
5. After 25 absences, **Letter #3** is sent certified attendance and the case is referred to the Civil Rights Specialist for Truancy Mediation and/or a Court Referral.

To excuse an absence, please call the office at 801-826-6710, preferably the morning of the absence, and bring a doctor's note whenever possible.

Key:

Unexcused Absence: The student is absent and the parent does not contact the school by 3 PM the day of the absence.

Guardian-Excused Absence: The student is absent and the parent contacts the school by 3 PM the day of the absence. Students are allowed 10 guardian-excused absences a year. Guardian-excused absences are not valid in court.

Excused Absence: The student is absent and either a doctor's note, funeral program, obituary, dentist note, or court order note is given to the school. Excused Absences are valid in court.

Tardy: The student is not in the classroom ready to learn when the 7:55 AM bell rings.

Educational Leave: Students may be granted up to 10 vacation release days per year. You must request the education release form prior to the absence (recommendation: at least 1 week before the first day of the absence). The form must be completed and signed by each teacher and a parent in order for the absence to be considered excused. Form must be turned in to the attendance office before the student leaves on educational leave.