

**Quick Reference Guide**  
**These are sample situations to assist parents**  
**in understanding the absence policy.**

Type of Absence	PARENTAL ACTION	Excused / Exempt—Status
Child is sick	Notify School	Excused but Not Exempt without doctor or nurse verification.
Child is on a school sponsored trip.	None	Student is considered in attendance.
Child gets sick at school and sent home.	None	Excused and Exempt. Nurse verification is an exemption.
Child is on family vacation while school is in session.	Absence needs to be pre-arranged.	Excused but not Exempt.
Child is absent due to a serious illness or death of a relative.	Notify school	Excused and Exempt. This is a verifiable family emergency.
Child is absent due to an educational experience outside of school.	Absence needs to be pre-arranged.	Excused and Exempt. Principal needs to pre-approve the educational experience.
Child has been ill and absent numerous days throughout the school year.	Notify school for each absence and ask doctor for a note if one was sent.	Excused and Exempt with doctor or school nurse verification.
Child is absent from school for unknown reason.	No note or phone call received from parent.	Unexcused absence and Not Exempt. Child will be considered Truant.

The subject of absences appears complicated. The best policy, of course, is to have your child in school every day. Then, none of the above will be considered. When it is not possible to have your child in school, we hope that the above reference guide provides some clarification.

***Please note that this guide should not be taken as a substitute for details found in Policy JBBA and your child's Student Handbook.***

# ELKO COUNTY SCHOOL DISTRICT



## ATTENDANCE POLICY EXPLANATION

*There are—in effect—two parts to the Elko County School District attendance policy.*

## **THE FIRST PART Minimum Day Attendance Policy**

The first part deals with the minimum days a student must attend school in order to be promoted or to receive credit for the school year. Our School Board policy states that a student in Elko County must attend school 90% of the days the student is enrolled in order to be promoted or receive credit for the school year.

*There are several types of absences that would be Exempt Absences under this policy. Exempt absences do not count against the 90% requirement. (See list below)*

*In an effort to have parents and students better understand our district's attendance policy and guidelines, we have provided this pamphlet, which hopefully will clarify some issues commonly associated with attendance. Please contact your respective campus for further details.*

### **MINIMUM DAY ATTENDANCE POLICY Exceptional Circumstances.**

The school principal may consider, but is not limited to, the following factors in determining unavoidable and/or defensible exceptions to the minimum number of attendance days:

1. Doctor verified medical release.
2. School nurse verification.

3. Pre-arranged education experiences outside of school.
4. Verifiable family emergencies.
5. Extended injury or illness which is doctor verified.
6. Absences directly related to a student's identified disability.

## **THE SECOND PART Excused and Unexcused Absences**

The second part of the attendance policy deals with **Excused** and **Unexcused** absences for the purpose of determining truancy and the opportunity to make up missed work for credit.

*An unexcused absence is an unauthorized absence from school, and means that a student will not be allowed to make up missed work. Students might also suffer disciplinary actions, such as being declared TRUANT.*

*An excused absence is generally one that involves parental permission for illnesses, family emergencies and other pre-approved absences. An excused absence will allow a student to make up missed work and will not result in truancy.*

Students are considered present in school when they are attending classes or participating in school sanctioned activities. By definition of N.R.S. 392.130 and per Attorney General's Opinion 98-11—If a parent or guardian requests that his/her child be excused from school before the absence occurs, this request must be honored.

**IN SUMMARY**, requests by parents or legal guardians to excuse their children from school will be honored as long as the excuse occurs before the absence, or in the case of an emergency or illness. However, it should again be understood that there might be a difference between an excused absence and an exempt absence.

A parent authorized absence can be "excused" but not automatically "exempt" from the Minimum Day Attendance Policy. Please check with the principal of your child's school if there is a doubt in your mind about whether an absence is "exempt" for purposes of minimum day attendance.

**Letters are automatically sent to parents after certain numbers of cumulative absences notifying them of absences that might threaten their child's ability to move to the next grade or receive credit.**