



## Attendance Guidelines

Updated June 2023

Days Absent	Student	School/Admin Supports	Parent/Guardian
0-6 Days	<p><u>Secondary students</u> must communicate with teachers to receive school assignments.</p> <p><u>Elementary guardian</u> must communicate with the teacher to receive the child's assignments.</p>	<p>Attendance Secretary verifies reported absences</p> <p>Call parents to confirm *if parents have not reported the absence.</p>	Report absence to school via the attendance line or document on Parent Vue.
7 Days	<p><u>Secondary students</u> must communicate with teachers to receive school assignments.</p> <p><u>Elementary guardian</u> must communicate with the teacher to receive the child's assignments.</p>	<p>Attendance Secretary verifies reported absences</p> <p><u>High School:</u> Attendance Secretary makes a courtesy call to parents to let them know they have reached 7 days and check-in.</p> <p><u>Middle School:</u> Grade level counselor makes a courtesy call to parents to let them know they have reached 7 days and check in.</p> <p><u>Elementary:</u> Attendance Secretary makes a courtesy call to parents to let them know they have reached 7 days and check-in.</p>	Report absence to school via the attendance line or document on Parent Vue.
10 Days	<p><u>Secondary students</u> must communicate with teachers to receive school assignments.</p> <p><u>Elementary guardian</u> must communicate with the teacher to receive the child's assignments.</p>	<p>Attendance Secretary verifies reported absences and mails letter home</p> <p><u>High School:</u> Dean checks in with student &amp; guardian - documented in Synergy</p> <p><u>Middle School:</u> Dean</p>	<p>Report absence to school via the attendance line or document on Parent Vue.</p> <p>Request meeting with a counselor or dean, if needed</p>



Clark-Pleasant Community  
School Corporation

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		<p>checks in with student &amp; guardian - documented in Synergy</p> <p><u>Elementary:</u> Counselor checks in with student &amp; guardian - documented in Synergy</p>	
<p>15 Days</p>	<p><u>Secondary students</u> must communicate with teachers to receive school assignments.</p> <p><u>Elementary guardian</u> must communicate with the teacher to receive the child's assignments.</p>	<p>Attendance Secretary verifies absences and mails letter home</p> <p><u>Secondary:</u> -Dean fills out Johnson County Referral form and submits with attendance profile and grades attached -Dean meets with student and documents in Synergy</p> <p><u>Elementary:</u> -Attendance Secretary completes Family Resource Program referral per <a href="#">guidance</a></p>	<p>Report absence to school via the attendance line or document on Parent Vue.</p> <p><u>Secondary:</u> Sign up for the assigned Steps to Success class through Johnson County.</p> <p><u>Elementary:</u> Attend scheduled meeting with Family Resource Officer</p>