

1 **5001**  
2 **Compulsory Attendance and Excessive Absenteeism**

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5 **Required Attendance**

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7 Every person residing in the school district who has legal or actual charge or control of  
8 any child who is of mandatory attendance age shall cause that child to regularly attend  
9 a public or private school unless the child has graduated from high school or has been  
10 allowed to disenroll pursuant to this policy.

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12 **Mandatory Attendance Age**

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14 All children who are or will turn six years old before January 1 of the current school year  
15 are of mandatory attendance age. Children who have not turned eighteen years of age  
16 are of mandatory attendance age.

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18 **Exceptions**

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20 This policy does not apply when attendance is made impossible or impracticable by  
21 severe weather conditions or by the temporary illness of the student or a child whom the  
22 student is parenting.

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24 A child who will not reach age 7 before January 1 of the current school year may be  
25 excused from mandatory attendance if the child's parent or guardian completes an  
26 affidavit affirming that alternative educational arrangements have been made for the  
27 child. A copy of the required affidavit is attached to this policy.

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29 **Discontinuing enrollment – 5 Year Old Students**

30 The person seeking to discontinue the enrollment of a student who will not reach six  
31 years of age prior to January 1 of the current school year shall submit a signed, written  
32 request to the superintendent using the form which is attached to this policy. The  
33 school district may request written verification or documentation that the person signing  
34 the form has legal or actual charge or control of the student. The school district shall  
35 discontinue the enrollment of any student who satisfies these requirements. Any  
36 student whose enrollment is discontinued under this subsection shall not be eligible to  
37 re-enroll in this school district until the beginning of the following school year unless  
38 otherwise required by law.

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40 **Discontinuing enrollment – 16 and 17 Year Old Students**

41 Only children who are at least 16 years of age may be dis-enrolled from the district. The  
42 person seeking to discontinue the child's enrollment shall submit a signed, written  
43 request and submit it to the superintendent using the form which is attached to this  
44 policy. The district shall follow the procedures outlined in the attached form in  
45 considering requests to dis-enroll.

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47 Only children dis-enrolling to attend a non-accredited school may be exempt from this  
48 policy. The person with legal or actual charge or control of the child must provide the  
49 superintendent with a copy of the signed request submitted to the State Department of  
50 Education for attending non-accredited schools. The superintendent may confirm the  
51 validity of the submission with the State Department of Education.

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### 53 **Attendance Officer**

54 Each building principal is designated as the attendance officer for the district. Each  
55 building principal at his or her discretion, may delegate these responsibilities to any  
56 other qualified individual. The attendance officer is responsible for enforcing the  
57 provisions of state law relating to compulsory attendance. This responsibility includes  
58 but is not limited to filing a report with the county attorney of the county in which a  
59 student resides when the student is absent more than twenty days per year or the  
60 hourly equivalent. Compensation for the duties of attendance officer is included in the  
61 salary for the principal or designee.

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### 63 **Excused Absences**

64 The following absences will be considered excused if they are confirmed by  
65 communication to the school from the student's parent/guardian:

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- 67 1. Physical or mental illness of the student (a physician's verification is required  
68 after four (4) consecutive days of absence for illness)
- 69 2. Severe weather
- 70 3. Medical appointments for the student
- 71 4. Death or a serious illness of the student's family member
- 72 5. Attending a funeral, wedding or graduation
- 73 6. Appearance at court or for other legal matters
- 74 7. Observance of religious holidays of the student's own faith
- 75 8. College planning visits
- 76 9. Personal or family vacations
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### 87 **Excessive Absenteeism**

88 When a student receives 5 unexcused absences or the hourly equivalent in any  
89 semester, the Attendance Officer will follow the attached procedure for addressing  
90 barriers to the student's attendance.

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92 When a student is absent more than twenty days per year or the hourly equivalent and  
93 any portion of the absences is unexcused, the Attendance Officer may file a report with  
94 the county attorney of the county in which the student resides. For example, if the  
95 student accumulates 23 days of excused absences due to documented illness and is  
96 tardy one time, the Attendance Officer may file a report with the appropriate county  
97 attorney.

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