

Student Absence Procedure

Purpose: To maintain safety, accurate attendance records, and a secure school environment, the following procedures apply to students who are marked absent or excused for the day:

- Students who are marked absent or excused for the day are not permitted to be on campus unless they are officially checked in through the front office.
- Students who are absent or excused for the entire school day are not allowed to participate in any after-school activities, events, practices, or programs held on the same day.
- If a student arrives late or returns after being excused, they must check in at the front office and receive a slip before going to their classroom.
- Enrolled students who are marked absent or excused may not be on campus at any time during the school day — even if accompanied by a parent — unless they have been checked in through the front office and are returning to class.

Exceptions may be granted by administration with requests made in advance at their discretion.