



Granite School District – Attendance Procedures

Student Attendance / Chronic Absentee Prevention Procedure Moratorium Guidelines

In keeping with our commitment to providing a quality education, schools are concerned when a student misses school for any reason. The mission of Granite School District is to prepare every student with the knowledge and skills needed for lifelong success in a changing world. Students who are excessively absent from school are not able to accomplish their educational goals. According to the Utah Compulsory Attendance Laws (Utah Code §53-6-201 et seq.), parents/guardians and students are responsible for regular school attendance. Occasionally, a student must be absent from school for acceptable reasons such as illness, medical appointments, family emergencies, pre-approved vacation leave, etc. Please call or send a note explaining the reason for your student's absence to your school's attendance secretary to excuse the absence.

In accordance with state law (Utah Code § § 53-G-6-202 and 203), school administrators, school resource officers, and absentee specialists may issue an Attendance Inquiry to parents/guardians of a student who is absent at least five times during the school year. An Attendance Inquiry directs parents/guardians to contact school support personnel to discuss attendance issues.

District attendance procedures are as follows:

- 1. Excusal Notes must be received within ten (10) school days following the return from an absence, the school may deny excusal notes that are received after that point in time.**
- 2. After five (5) absent days within a school year, the school will mail the student/parent/guardian the First Attendance Inquiry letter notifying the student/parent/guardian of the attendance policy.**
- 3. After five (5) unexcused days within a school year, the school will mail the student/parent/guardian the Second Attendance Inquiry letter asking for the parent(s)/guardian(s) help with their student's attendance.**
- 4. After ten (10) unexcused days of being absent within a school year, the school will mail the student/parent/guardian a Third Attendance Inquiry letter inviting the family to attend a Group Attendance Support Meeting hosted by a District representative.**
- 5. After fifteen (15) unexcused days of being absent within a school year, the school will mail the student/parent/guardian a Fourth Attendance Inquiry letter inviting the family to attend an Individual Attendance Support Meeting to implement a Student Attendance Plan.**
- 6. For secondary schools, missed periods will accrue into days of absences.**

Please check with the school attendance specialist/secretary concerning excused or unexcused absences of your student. Your cooperation is needed in offering your student a quality education. If you have questions regarding these procedures, please contact the Department of Prevention and Student Placement, 385-646-4660.