

## AASD Attendance Monitoring Flowchart for **Excused Absences**

Student reaches 10<sup>th</sup> excused absence (any or all) by parent either verbal or written as defined in the AASD BOE POLICY.

Through an Infinite Campus Alert the **Attendance Officer** is alerted of the 10<sup>th</sup> excused absence.

Attendance Clerk alerts administrator and provides the student's attendance summary report. Administrator determines if the attendance is a possible Health Concern or Chronic Attendance Concern.

### **Possible Health Concern**

7-10 absences related to medical appointments and/or illnesses or health related issues.

#### **Chronic Attendance Concern**

Less than 3 absences related to medical appointments or illness. Absences due to family trip/emergency/out of town.



On the 11<sup>th</sup> absence:

10 days Excused Absence letter is sent with attendance summary report.

#### **Medical Excuse Request**

is sent home and the School Nurse is alerted. On the 11<sup>th</sup> absence:

# 10 days Excused Absence

Letter is sent with attendance summary report.

Request for conference to discuss Chronic Attendance Concern and develop a plan to address attendance through the district's attendance and truancy policies.

If it is determined that the attendance issue is NOT due to a chronic health concern as documented by the Medical Excuse Form, then follow district's attendance and truancy policies by alerting the parents that further absences will be unexcused.

If it is determined that the attendance issues are due to a chronic health concern as documented by the doctor that excuse will be on file for 30 days and the parent will need

to update the medical excuse form every 30 days.