

IMPORTANT ATTENDANCE INFORMATION

1. EXCUSED ABSENCES:

- Personal Illness: 5 or more consecutive days require a doctor's note
- Death of a Family Member
- Student's Health Services or Family or Student's Counseling Therapy Appointments
- Religious Holy Days and Major Activities
- Authorized School-Sponsored Activities. May not exceed more than 5 per class per semester
- Required Court Appearances

2. UNEXCUSED ABSENCES:

AN ABSENCE FOR ANY REASON OTHER THAN THOSE LISTED ABOVE SHALL BE CLASSIFIED AS UNEXCUSED UNLESS PRIOR APPROVAL FROM THE PRINCIPAL IS RECEIVED.

3. REQUIRED DOCUMENTATION FOR ABSENCES:

Students returning from an absence must bring a note from their parent/guardian to their Family Office **within three (3) days of the absence. After three (3) days, the absence will be considered UNEXCUSED.** ***If the reason is other than those listed above, unless prior approval was received by the Principal, the absence will be classified as unexcused.

4. RECEIPT FOR NOTES:

All students will receive a receipt for any absence note submitted. The receipt must be stamped and signed in their Family Office in order to be valid. **This receipt does not classify the absence(s) as excused.** It is simply a receipt. The student must keep this receipt for their records.

5. TRUANCY:

Lamar High School is a closed campus. Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Any unauthorized absence from school or any class will be considered truancy and will be **unexcused.** **This includes single period absences and leaving campus without following proper check-out procedures.**

6. CREDIT APPEALS:

Students with **three (3)** or more *unexcused* absences in any credit course in the *fall* and **four (4)** or more *unexcused* absences in the *spring* will have their credit withheld and an asterisk * will appear on the student's report card. This is a credit issue, not a pass or fail issue. Therefore, although you passed the course, it will **not count toward graduation.** (See Credit Appeal information on the back)

7. EARLY DISMISSAL (Leaving School Early)

- Send a note or call your student's Family Office explaining the reason the student is leaving. **(If the reason is other than those listed as excused, the absence will be considered unexcused.)**
- Include a phone number where the parent can be reached for verification and the time the student must be released. **(Student will not be released without parent verification)**
- The parent/guardian must report to the Family Office and present a photo ID before the student is released.