



Understanding Absences

Excused vs. Parent/Guardian Verified vs. Unexcused

State of Indiana Attendance Expectation: 94% (10 or fewer days missed per year)

EXCUSED

Parent/Guardian Notifies School on the day of the absence

- Illness verified with a physician statement dated at the time of the visit/illness
 - note must be returned within 1 week or absence will be unexcused
- Death in the family
- School sends the child home sick (if due to fever, the following day will also be excused)

Pre-Arranged Excused Absences:

- Page for General Assembly
- Election Day Worker
- Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
- Observation of a religious holiday
- Maternity
- Military connected families' absences related to deployment
- Exhibiting/participating in state fair

Repercussions

In addition to all building provision in the student handbook:

All absences are monitored and disciplinary action may result.

PTSC will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law

PARENT/GUARDIAN VERIFIED

Parent/Guardian Notifies School on the day of the absence

4 days per semester are allowed, or as approved by a building administrator

**any day beyond 4 will be unexcused*

A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home for the child's own best interest.

Repercussions

In addition to all building provision in the student handbook:

If a student is absent (parent/guardian verified or unexcused) 5 days within a 10-week period, a truancy prevention plan will be put in place for the student as required by law. This does not include excused absence days.

All absences are monitored and disciplinary action may result. PTSC will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law



IC 20-33-2-14 - The governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence

UNEXCUSED

Students should have ZERO Unexcused Absences

An unexcused absence is defined as any absence not covered under the definition of excused absence, any absence beyond 4 parent/guardian verified per semester, or a non-verified absence (failure to notify the school of an absence within 24 hours).