



August 20, 1976

ADMINISTRATIVE MEMORANDUM NUMBER SIXTY-THREE
PARENT NOTIFICATION OF STUDENT ABSENCES

On May 4, 1976, as a result of considerable parent input, the Board of Education formalized as policy that schools should notify parents of student absence from school. This memorandum, which has been reviewed by members of the Board of Education, is designed to offer guidelines and clarification as to the intent of that Board action.

The basic intent, as contained in the official motion, was to assure that each secondary school in the Granite School District will make reasonable effort to notify parents when their child is absent from school. It should be understood by all that those procedures currently in practice in most of the secondary schools in the Granite School District do, in general, meet the intent of the Board of Education.

Following are some basic components which should be implemented in attendance notification procedures.

1. An early morning absentee list is developed.
2. Telephone calls will be made that day to the home by staff, parent volunteers, student office personnel, or others to simply notify the parents that their child was not present in school for early morning roll call. (When previous call have established that a series of absences would be occurring due to illness, it is not necessary for the school to make repeat notification calls.) In the event of a busy signal or no answer, a subsequent effort should be made to reach the parent by telephone.
3. During the course of the school day, an off-period absentee list will be developed which will identify those students who were present during the early morning roll call, but who subsequently missed periods. The off-period absentee list should be examined in order to determine those students who are missing one or more classes with an acceptable excuse. (i.e. school activities, dental appointments, became ill during the day.) Efforts should then be made to telephone the homes of those students on the off-period absentee list for whom no excuse in known.
4. All absentee lists should be examined for cumulative absences. Where parents have not been notified of such absences by telephone, due to parents working, etc., then the school should send written notification to parents of said cumulative absences.
5. Students who have been absent from school or from classes for unknown reasons, should be required to bring an excuse from their parents before being readmitted to class. Reason should prevail in this matter. A student may indeed forget a note upon returning. We do not suggest that

students be sent home in the event of such an oversight, but that they be held to bring such a note on the following day.

The Granite Board of Education supports and sustains Utah State law which includes compulsory school attendance. Patrons expect that our schools require regular school attendance by the students and have the right to assume that our schools will make every reasonable effort to notify them when their child is absent.

/s/

John Reed Call
Superintendent