



Granite School District – Attendance Procedures

Student Attendance / Chronic Absentee Prevention Procedure Moratorium Guidelines

Because of their 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, preapproved vacation leave, etc. Please call or send a note explaining the reason for your student's absence to your school's attendance office / secretary to excuse the absence.

In accordance with state law (Utah Code § § 53-G-6-202 and 203), school administrators, school resource officers, and chronic 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. A parent/guardian may excuse up to seven (7) days of absences within a school year. Note: The school may deny excusal notes that are received more than five (5) days following the return from the absence.**
- 2. After seven (7) parent/guardian excused days and five (5) unexcused days within a school year, the school will mail the student/parent/guardian the first Attendance Inquiry letter asking for the parent/guardian's help with their student's attendance.**
- 3. After seven (7) parent/guardian excused days and ten (10) unexcused days of being absent within a school year, the school will mail the student/parent/guardian a second Attendance Inquiry letter inviting the family to attend a Student Family support meeting to implement a Student Attendance Plan.**
- 4. 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.