

## High School Attendance Procedures

- Absences that are excused, without a review by administration or the Attendance Review Committee (ARC), are those due to religious observances recognized by the State of NJ and *Take Your Child to Work Day*. This is consistent with the state’s recommended attendance policy and with other districts’ policies.
- However, **absences for reasons such as college visits will not cause a student to lose credit for any classes**. This is explained below.
- If a student exceeds the maximum number of absences in any class (10,) the student is placed in loss of credit status. When a student approaches loss of credit status, a review of the reasons for this student’s absences will be carried out. At that time, the student will not be penalized for college visits, if supporting documentation is provided by the student.
- Under the current attendance procedure, students may be absent for 20 days (10 on A day and 10 on B day) without losing credit. Twenty days is a full month of school. The previous procedure allowed for 16 absences.
- Students, or their parents, should retain all documentation to substantiate their absences. Attendance is reviewed when the student is approaching loss of credit status, and documentation will be needed in order to discharge any absence.

Summary of the Current Attendance Procedure	
Number of possible days absent before a student is placed in loss of credit	20
Number of absences per class before a student is placed in loss of credit	10
Types of absences excused without a review by the Attendance Review Committee. ( <i>Sufficient documentation must be presented to substantiate the type of absence.</i> )	Religious observance (NJDOE recognized)  Take Your Child to Work Day
Procedure for discharging an absence, other than for the reasons above—example: a reasonable number of college visits.	Provide supporting documentation to the Attendance Review Committee*

\*A review by the Attendance Review Committee of a student’s attendance will occur if a student is approaching loss of credit status.

<b>Comparison of Previous and Current Attendance Procedures</b>		
	<b>Previous</b>	<b>Current</b>
Number of days allowed to be absent before being placed in loss of credit status	16	20 10 A day absences 10 B day absences
Number of absences allowed in one class before being placed in loss of credit status	16 Classes met every day, and students missed 48 minutes of instructional time per absence.	10 With block scheduling, classes meet every other day, and students miss 80 minutes of instructional time per absence.
Documentation requirements for substantiating absence reasons	All documentation was presented when the student returned from the absence. The school retained the documentation.	Documentation is retained by the student and presented to the school only if the student is in danger of being placed in loss of credit status. This is done during a review by the Attendance Review Committee* (ARC.)
Excusing or discharging absences	With sufficient documentation, absences meeting certain requirements were excused.	With sufficient documentation and review by the ARC*, certain absences may be discharged.
College visits	Up to 3 absences for college visits were excused with sufficient documentation presented upon the student's return to school for junior and senior students only.	4 additional absences are permitted under the current procedure as compared to the previous attendance procedure. Additionally, a reasonable number of these absences may be discharged upon review by the ARC* if sufficient documentation is presented.

\*A review by the Attendance Review Committee of a student's attendance will occur if a student is approaching loss of credit status.