

**Student Attendance and Exemption from School**  
**Summary of Policy JE & JE – Administrative Procedures**  
Student Services Department, Salt Lake City School District

**Excused Absence 1 – 4 days for illness, medical appointments, family emergencies, family activity or travel, religious holidays, death of family member or close friend**

- Parent notifies the school and sends a written excuse when student returns to school.
- Principal may request doctor's note if student is absent for illness more than 8 days in a year.
- Students may make up work or not be penalized for work they missed. Student must obtain assignments from teachers.

**Excused Absence 5 or more consecutive days for illness**

- Parent notifies the school and sends a written excuse when student returns to school.
- Students may make up work or not be penalized for work they missed. Students must obtain assignments from teachers.
- Check with your school to see if your student qualifies for hospital/homebound services if he or she has a long term verified chronic illness or serious medical condition.

**Excused Absence 5 or more days but not more than 10 consecutive days for family activity or travel**

- Parent must make prior arrangements with the principal.
- Students may make up work or not be penalized for work they missed during the absence (not more than 10 consecutive days).
- If **prior arrangements were made** with the principal, and the absence exceeds 10 days and the student continues to be absent, the principal may withdraw the student.
- If **prior arrangements were NOT made** with the principal, the absences are **unexcused**.

**Unexcused Absence after 10 consecutive days**

- The principal shall withdraw the student if the parent fails to notify the school and verify the reason for the student's absence.

**Unexcused Absence 5 or more cumulative days in a year**

- School issues \*First Truancy Citation/Notification and begins to implement interventions.

**Unexcused Absence 10 or more cumulative days in a year – Habitual Truancy**

- School issues \*Second Truancy Citation/Notification.
- Parent should contact the school for a conference to attempt to resolve the student's attendance problem.
- Students in grades 1 – 8 may be referred to a Truancy Mediation.
- Students in grades 6<sup>th</sup> and higher may be referred to Salt Lake Peer Court.

**Unexcused Absence 15 or more cumulative days in a year**

- School issues \*Third Truancy Citation/Notification of a Pre-Court Hearing by Certified Mail or personal delivery.
- Parents and student are required to attend a District Pre-Court Hearing.

**Unexcused Absence after Pre-Court Hearing**

- School contact District Truancy Specialist for possible Court referral.
- Students over the age of 16 may be exempted from school attendance as a result of the student's chronic absenteeism.

\*Truancy Citations may be appealed; see JE Administrative Procedures

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