

Attendance Letter Time-Lines

CWA Letters - EXCUSED

10 days of excused (by parent or guardian) absences are allowed each school year. Child Welfare and Attendance (CWA) letters are sent as a notification to the parent/guardian that absences are reaching (or have met) the 10 day limit.

CWA Letter 1 sent after 5 parent/guardian excused absences.

CWA Letter 2 sent after 10 parent/guardian excused absences.

After the CWA 2 letter, all absences require a doctor's note, to be excused. Any periods missed without bringing a doctor's note will be unexcused and will count towards truancy. Notes must be submitted no more than 5 school days past an absence.

Truancy Letters (TRU 1, 2, and 3)-UNEXCUSED

TRU 1 Letter is sent when a student has **3 days** with **1 or more** periods coded as **X, Y, C, or B**.

TRU 2 Letter is sent when a student has **5 days** with **1 or more** periods coded as **X, Y, C, or B**.

TRU3 Letter is sent when a student has **6 days** with **1 or more** periods coded as **X, Y, C, or B**.

Tardies

Code B is 30+ minutes late and counts toward truancy. **Code B** tardies result in **TRU** letters.

******Important note: Multiple tardies add up to a lot of missed instruction that negatively affects the classroom, lowers student achievement, and becomes a "learned behavior" that lead to poor future work habits.**

Unexcused Absences

Code X includes:	Missed bus/no transportation	Family vacation
	Out of town	Overslept, personal problems
	Needed at home	Any illness other than student's

Code C is a Cut/Truant, unexcused absence verified by either staff or parent/guardian.

Code Y counts towards truancy, and is coded after **5** school days have passed and the student has not produced a medical note excusing an absence (**Code A** becomes **Y** after 5 school days).