

Attendance Regulations

Attendance for all students in Kentucky are calculated based on the **actual** percentage of time the student is absent from school.

Attendance reports show students as tardy or the actual percent of the school day the student was absent. You will also see the new reporting calculations on other reports such as report cards.

A student will be considered tardy if they miss up to 60 minutes of the day by arriving late, leaving early, or a combination of the two. If a student misses more than 60 minutes of the school day, then the entire amount of time will be counted as absent and recorded as a percentage missed of the day. Reports will show a "T" for tardy if it falls within the 60 minutes or as a percentage of the day missed.

For example, if a student is 30 minutes late one morning, that will be recorded as a tardy. If the student misses 100 minutes of the day, that will be counted as an absence and recorded as 24% of the day absent (100 minutes of a 410 minute school day). You may see reports showing 30%, 47%, 75%, etc. indicating the percent of the day the student was absent from school.

Parents will need to send a signed note to school anytime a child is absent including tardies within three days of the student returning to school after an absence. If a valid note is not received within the three day limit, the absence will be recorded as unexcused and **will not** be changed. A note is required even if the parent noted the reason on the sign-in/sign out log at the time of check-in or check-out.

Parents will be allowed five (5) parent notes to be used throughout the school year. A physician's note is required for verification for the sixth (6) and all subsequent absences for illness. After the tenth (10) absence, the parent/guardian must have a Medical Excuse Form 09.123 AP.2 completed by the physician. If this form is not submitted to the school office within three (3) days after the student returns the excuse will be counted as unexcused and **will not** be changed.

A student will be excused for one day for the military deployment of a parent/guardian and one day when a parent/guardian returns from military deployment.

Kentucky truancy statutes affirm that six (6) unexcused absences classify you as a habitual truant. For Carroll County School's purpose of calculating habitual truancy, we use cumulative figures. For example, missing 30% of one day unexcused and 70% of another day unexcused, would equal one (1) full day unexcused absence.

Kentucky truancy laws state that six (6) unexcused absences classify you as a habitual truant.