

REGULATIONS FOR DOCUMENTING ABSENCES AND REPORTING TRUANCY

I. ATTENDANCE REGULATIONS

- A. A student who leaves the school during the day may not be permitted to return on that same day unless permission is granted in advance for the student to leave and return.
- B. No student will be granted an exception to leave school early to attend an extra-curricular event unless student represents the school in the event.
- C. Legal exceptions granted for credit purposes in compliance with LA. R.S. 17:226 are stated in Lafayette Parish School Board Policy File: JBD.

II. PROCEDURES FOR REPORTING ABSENCE(S) AND NON-ATTENDANCE

- A. Attendance Records
 - 1. Teachers are responsible for keeping an attendance record on each student in each class.
 - 2. The teacher's roll book or a teacher's daily electronic attendance documentation in the parish student information system is the official record for attendance in the district.
 - 3. The principal will compile and submit attendance and enrollment reports to the Director of Census, Student Behavior and Health Services, the Supervisor of Child Welfare and Attendance, the Truancy Administrator or any other authorized individual as requested.
- B. Notification of Irregular Attendance
 - 1. Teachers will contact parents and fill out the appropriate district form when a student's absences require investigating (five (5) unexcused absences or more within a semester).
 - 2. This form must be completed by the classroom teacher and submitted to the school principal or other designated personnel after five (5) unexcused absences in a semester.
 - 3. The principal or other designated personnel must submit the form to the Truancy Administrator who will investigate the absences and determine the appropriate action.

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LEGAL REF.:LA. R.S. 17:232 et. seq.

Lafayette Parish Public Schools, Louisiana