



HIGHLIGHTS OF OCPS ATTENDANCE POLICY

2016–2017



COMPULSORY ATTENDANCE REQUIREMENT

- ❖ Youth between 6 and under 16 must attend school
- ❖ Students 16 and 17 years of age are also required to attend school, unless a Formal Declaration of Intent to Terminate School Enrollment and DOE exit Survey are completed by parents and are on file with district.

TRUANCY AND HABITUAL TRUANCY

- ❖ **Truancy** means the student has had at least **5** unexcused absences within a calendar month **or**
- ❖ **10** unexcused absences, within a 90-calendar-day period, or a combination of unexcused absences and tardies equivalent to the above numbers.
- ❖ 5 or more unexcused absences within a 90 day period will warrant a warning letter to be mailed.

RELIGIOUS ABSENCES

- ❖ Jewish –Rosh Hashanah
- ❖ Yom Kippur
- ❖ Sukkot
- ❖ Simchat Torah
- ❖ Passover
- ❖ Shavout
- ❖ Muslim-Eid ul-Fitr
- ❖ Eid ul-Adha
- ❖ Christian-Good Friday
- ❖ Holy Epiphany

EARLY DEPARTURES

Excused

- ❖ Medical appointments
- ❖ Counseling
- ❖ Legal appointments
- ❖ Funeral of family member or closely related friend (school may request proof)
- ❖ Family emergency (school may determine if valid)

Unexcused

- ❖ For convenience of parent
- ❖ Personal reasons
- ❖ Shopping trips

ATTENDANCE WARNING CONFERENCES AND ATTENDANCE CHILD STUDY MEETINGS

- ❖ If pattern of non-attendance continues after attendance letters are sent, an Attendance Warning Conference is held to discuss attendance concerns. These meetings can be during a parent-teacher conference, or conducted by phone and email communication.
- ❖ If pattern of non-attendance continues after the Attendance Warning Conference was held, an Attendance Child Study Meeting must be held to further address attendance concerns with the parent(s). A reasonable effort will be made to contact the parent. Parents are encouraged to attend scheduled ACST meetings.

OTHER RELEVANT INFORMATION:

- ❖ A student is absent for the entire day if he or she **misses more than ½ of the school day**. All

absences are recorded as unexcused until the student returns and provides documents.

- ❖ Early departure of any student during the last hour of the school day is **strongly discouraged**.
- ❖ If a student is repeatedly absent from school due to illness, the school is authorized to require the parent or guardian to provide a written physician's statement for each missed day.

ATTENDANCE RESOURCES/CONTACT INFO.

- Ask your Registration clerk for copies of policies and procedures
- Richard Moore Richard.moore@ocps.net or
- Shirley Delgado Shirley.johnson-delgado@ocps.net
- You may also call 407.836-6578

ATTEND TODAY
ACHIEVE TOMORROW

