

August 3, 2021

Re: Student Attendance

Dear Parent/Guardian:

Our goal this year is to ensure that every student attends school regularly and on time. Even as children grow older and more independent, families play a key role in making sure students are on time and get to school every day.

Our lab advisory boards list good attendance and punctuality as two of the top priorities in an employee, even above job skills. We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school – regardless of the reason – it can cause them to fall behind academically. Your child is less likely to succeed if he or she misses just 2 days a month, regardless of the reason for the absence.

The following are some highlights of our attendance & tardy policies and the flow of communication in regards to attendance:

- We accept up to 10 parent notes to excuse absences. After a student has used these 10 notes a doctor's note will be needed to excuse any future absences.
- An Excessive Absence letter will be mailed home for students that have been absent from school, with or without legitimate excuse, for thirty-eight (38) hours in a month and/or sixty-five (65) hours in a school year. (per HB410)
- If unexcused absences continue to accrue, a Habitual Truancy letter will be mailed home along with a notice for an attendance plan meeting. This letter will be sent to students who have been absent from school, without legitimate excuse, thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year.
- Reference the progressive tardy policy outlined within the student's handbook.
- Students cannot earn a Certificate of Completion in their lab if absent more than 18 days over two years.

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Ensure your child goes to school every day unless he or she is truly sick.
- Avoid scheduling vacations or doctor appointments when school is in session.
- Talk to teachers and counselors for advice if your child feels anxious about going to school.
- Develop back-up plans for getting to school if something comes up.

Let us know how we can best support you and your child so that he or she can be on time and get to school every day. If you have any questions or need more information please feel free to contact me.

Respectfully,

Nathan Opicka
Supervisor of Student Affairs
Greene County Career Center
937-372-6941 ext.

cc: Partner School
Legal Guardians