

EXCUSED ABSENCES

If your student is absent from school, documentation must be submitted to your student's school within **three (3)** days of the absence. Following are excused absence reasons:

- Death in Family
- Family Emergency
- Illness in Family
- Illness verified by Clinician
- Illness verified by Parent*
- Leave of Educational Value**
- Judicial Obligation
- Medical/Dental Appointment
- Medical Chronic Illness***
- Military
- Religious Holiday/Activity

Submitting Documentation:

- Email to student's school
- Notes sent with your student
- Electronic absence note

**Illness verified by Parent: Limited to 10 days for the school year. Any additional parent verification will be unexcused.*

***Leave of Educational Value: form must be submitted to your student's school and approved by administrator*

****Medical Chronic Illness: form must be submitted to your student's school and approved by administrator/ Student Assistance Team.*

Important Information

PHILOSOPHY:

The Hampshire County Schools Attendance Department strives to be preventative, not punitive. Communication with your student's school is key, regarding attendance.

AUTOMATED ABSENCE CALLS:

Automated absence calls will go out daily if your student is absent from school. If you are not receiving the automated phone calls, please notify your school.

COUNTY ATTENDANCE LETTERS:

If your student misses **five (5)** or more unexcused absences, a letter from the school will be mailed home. This letter is an early intervention tool to identify possible barriers to school attendance and create a plan to alleviate identified obstacles.

HOME VISITS:

HCS Attendance Department utilizes home visits as a resource to identify possible barriers with attendance and to build relationships with students and families.

MAGISTRATE COURT:

Per WV Code 18-8-4: If a student misses **ten (10)** or more unexcused absences, the attendance coordinator *may* make a complaint against the student's parent, guardian, or custodian before a magistrate.

INSTRUCTIONAL PERMIT/ LICENSE:

Per WV Code 18-8-11: Excessive unexcused absences may cause a student's instructional permit or license to operate a motor vehicle to be restricted.

Build the habit of good attendance

Did you know?

- Missing 10 % of school (18 days) negatively affects a student's academic performance.
- Poor attendance can influence whether a child reads proficiently by the end of 3rd grade.
- By 6th grade, poor attendance becomes one of the leading indicators that a student may drop out of high school.
- Being late to school may lead to poor attendance.
- Absences and tardiness can affect the whole classroom.

What you can do:

- Talk about the importance of showing up to school every day, on time, ready to learn.
- Help develop and maintain daily routines.
- Monitor your student's academic progress.
- Communicate with your student's school.



CHRONIC ABSENCES

18 or more days



WARNING SIGNS

10-17 days



ATTENDANCE GOAL

9 or fewer absences

CALENDAR:

2023-2024 Holidays

- September 4- Labor Day
- November 10-Veteran's Day
- January 15-MLK Day
- May 14-Election Day
- May 27- Memorial Day

2023-2024 Breaks

- Fall: November 20-November 24
Students return November 27
- Winter: December 25-January 2
Students return January 3
- Spring: March 29-April 5
Students return April 8

2023-2024 Professional Learning Days-

No School for Students

- October 9
- January 2
- May 28

2023-2024 Faculty Senate Days

2-Hour Early Release

- October 9
- December 22
- February 19
- April 29

CONTACT



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ATTENDANCE MATTERS

HAMPSHIRE COUNTY
SCHOOLS

Strive
for

2023-2024
Attendance Information

"Excellence in Teaching & Learning"