



ATTENDANCE PROCESS



Attendance is taken once a day for Elementary students in grades KG-6. Elementary students are considered absent after 10:00 a.m.



Communication concerning an absence **should be received within 3 school days** of the student's return to school following an absence.



Life School recognizes 2 kinds of absences; **excused and unexcused**. Please refer to the Student Handbook Section 1.6 for a list of excused and unexcused absences.

TRUANCY PROCESS



Parents of students with 3 unexcused absences will receive **Truancy Letter 3** communication via Parent Square.



Parents of students with 7 unexcused absences will receive **Truancy Letter 7** communicated via Parent Square. Parents will be contacted by the Truancy Specialist to complete a Life School Attendance Contract.



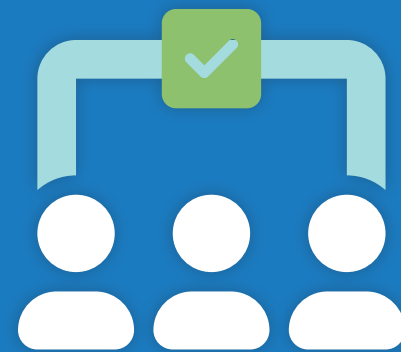
Parents of students with 10 unexcused absences will receive **Truancy Letter 10** communicated via Parent Square. Life School will file a truancy case with the county truancy office.



Parents of students with 19 unexcused absences will receive a **Recommendation for Expulsion** notification. This hearing will be held at the campus level to determine the student's enrollment status at Life School.



ATTENDANCE PROCESS



Attendance is taken every class period for Secondary students in grades 7-12.

Secondary students are considered absent 15 minutes after the class period begins.



Communication concerning an absence **should be received within 3 school days** of the student's return to school following an absence.



Life School recognizes 2 kinds of absences; **excused and unexcused**. Please refer to the Student Handbook Section 1.6 for a list of excused and unexcused absences.

TRUANCY PROCESS



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