

## KEITHLEY ATTENDANCE 2016-2017

<b>REGULAR ATTENDANCE</b>	9 or fewer absences in a school year
<b>7 ABSENCES</b>	TOTAL- excused and unexcused. Parents/Guardians can excuse up to 7 absences for personal/family reasons.
<b>AFTER 7 ABSENCES</b>	3 <sup>rd</sup> party documentation is required to excuse (doctor, counselor, court, CPS, etc.) OR determination by the school health aid.
<b>LETTER A</b>	After 4-5 absences (excused or unexcused)
<b>LETTER B</b>	7 absences (excused or unexcused)
<b>LETTER C</b>	5 Unexcused- Invitation to Parent Seminar
<b>LETTER D</b>	Continued unexcused absences. 1:1 conference with Dean/AP/Counselor
<b>STUDENT ATTENDANCE SEMINAR</b>	Weekly seminar for students at risk for frequent absences.
<b>REQUEST FOR PLANNED ABSENCES</b>	Parents/Guardians can excuse up to 7 absences in a school year for personal/family reasons. Please complete a Planned Absence Request Form prior to the absence.