

## **EXCUSED ABSENCES/SPECIAL EXCUSES PROCEDURES**

### **EXCUSED ABSENCES**

Under the compulsory attendance law, an accounting must be made of each day's absence. A parent/guardian may give a student permission to miss school for whatever reason the parent/guardian deems necessary for five days during the school year. The parent should notify the school by telephoning or by sending a note to the attendance office. After the fifth day, ONLY a special excuse is accepted. Explanation of Special Excuse: Statements from a physician, dentist, or mental health professional that the student was unable to attend; an excuse from a court; written evidence of the death of the student's mother, father, step-parent, legal guardian, grandparent, brother, sister, aunt, or uncle (bereavement that extends beyond two days would require permission from the principal), or up to two (2) visits to a college or university or with armed services personnel. All written excuses must be dated and signed to be valid. Excuses for colleges and universities must be validated by providing a document from the registrar's office of the college visited.

**SPECIAL EXCUSES** ----do not count in the five (5) parent (PAR) permission days.

It is the responsibility of the school principal and/or the school attendance committee to meet with parents upon request to hear circumstances that involve absences beyond the five permitted days. The principal and/or attendance committee may determine the unusual circumstance under which a student may be excused beyond the PAR limit with or without providing documentation of a special excuse. For example, some childhood illnesses such as chicken pox, 5<sup>th</sup>'s disease, and others do not often involve medical attention.

Ultimately, the principal will determine how the additional absences under question will be coded.

**Approved: by the Bristol Virginia School Board on May 2, 2005.**

**Reviewed: by the Bristol Virginia School Board on August 6, 2018.**