

## **STUDENT ATTENDANCE REQUIREMENTS**

The School Board maintains that daily school attendance is essential to the educational success of each student. Students are expected to be in school all day, every day and in class on time in order to receive full benefit from the instructional programs of the Charlotte County Public Schools. All absences must be reported and explained by a parent or guardian within two (2) school days after the student's return to school. Research has shown that 10% or more of instructional time missed by students (pre-k to grade 12) is an early warning indicator for possible academic struggles; this measure is used to define chronic absenteeism nationwide.

---

Florida Statute 1003.24  
School Board Policy 5200

### **Compulsory School Attendance**

School attendance is required of all students, who have attained the age of 6 years or who will have attained the age of 6 years by February 1<sup>st</sup> of any school year, but who have not attained the age of 16, unless otherwise exempt by law.

---

Florida Statute 1003.21 (1)(a)(b)

### **Non-Enrollment**

Under the direction of the Superintendent, a designated representative shall give written notice, in person or by return receipt mail, to the parent/guardian when no valid reason is found for a child's non-enrollment in school. The letter requires enrollment within 3 days after the date of notice. If the notice and requirements are ignored, the designated representative may initiate steps necessary to bring criminal prosecution against the parent/guardian.

---

Florida Statute 1003.26 (2)(a)

### **Students Under Compulsory Attendance Age**

Early education is vital to a student's success therefore, schools encourage consistent attendance of pre-k and kg students who are under compulsory attendance age.

### **Students Beyond Compulsory Attendance Age**

All students age 16 or over are required to comply with all school rules and all rules and regulations established by the School Board. All notices, report cards, attendance information and other similar information will be made available to the parent/guardian with the understanding that the parent/guardian is fully responsible for student progress, attendance and behavior.

Students between the ages of 16 and 18 must file with the School Board a formal declaration of intent to terminate school enrollment in order to be exempt from compulsory school attendance requirements. An exit interview with appropriate school staff is required, and the declaration form must be signed by both the parent and the student.

---

Florida Statute 1003.21

### Reporting Student Absence

There must be communication between the school and home regarding each absence. All absences must be reported and explained by a parent or guardian within two (2) school days after the student's return to school. All absences are considered unexcused until the school receives explanation, written or oral, from

- D. Absences Due to Incomplete State Immunization Requirement or Health Examination Requirement - Children and youths who are experiencing homelessness, and children who are known to the Department of Children and Families as defined in F.S. 39.0016, shall be given a temporary exemption for thirty (30) school days to present documentation of school-entry health examination, certificate of immunization or proof of immunization exemption. Failure to provide documentation within the 30 school day exemption period will result in the student being excluded from school beginning on school day 31. All school days missed after the 30 school day exemption period will be recorded as unexcused absences and the student's absences will be subject to Florida's truancy laws.

---

Florida Statute 393.17, 1003.22, 1003.23, 1003.24

#### Excessive Excused or Chronic Absences

The Principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are impacting academic progress, with the exception of

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's attendance intervention team, or equivalent (referred to in the law as the Child Study Team) to determine if early patterns of truancy are developing. If the attendance intervention team finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If this parent meeting does not resolve the attendance issue, the team shall implement interventions that best address the barriers to regular school attendance.

If the student exhibits a pattern of non-attendance, principals may request documentation for subsequent absences.

**Note:** Absences for truancy referral are cumulative and carry over for the entire school year.

---

Florida Statute 1003.26 (b)(c)

Approved Documentation to Excuse an Absence When Required

Ø Doctor's note from doctor, dentist or other health care professional

Ø Proof of hospitalization

Ø Obituary notice, death certificate

Ø Note from school nurse

Ø Ss0912 0fi(t)-4TET60.00000912 0 612 792 reW\*nBT/F2 11.04 Tf1 0 0 1 125.2184dd1.04 Tfn792 re



Students 6 to 16 years of age who are habitually truant may lose benefits. The Department of Children and Families will reinstate the grant only when conditions as provided by law are met (30 days of attendance with no unexcused absences).

Note: When a student transfers to another school district in an attempt to circumvent the applicable remedial truancy procedures, copies of all records pertaining to said procedures shall be forwarded to the new school district free of charge (F.S. 1003.28).

---

Florida Statute 322.091(2), 414.1251, 1003.27(2)(b), 1003.27 (3), 1003.28, 1003.01(8)

**Leaving School Grounds without Permission**

Students are not permitted to leave school grounds without authorization. All related absences will be considered unexcused.

**Note:** Leaving school grounds without permission, and/or skipping class are subject to disciplinary action. Please refer to the matrix for more information.

