

**LRSD Procedure for Reporting Absences/Truancy**

**Elementary Schools**

It is the responsibility of the parent to petition the school in writing for special arrangements to address the student's absences at any time **BEFORE** a student accumulates 11 absences.

<b>Number of Absences</b>	<b>Person Responsible</b>	<b>Action(s) to be Taken</b>
	Teacher	Within the first 30 minutes of class, enters and sends attendance to GradeQuick.
	Attendance Secretary	Within 30 minutes of the teacher's submission of attendance, retrieves the data and enters into the iSeries. A phone call is generated by Parent Link when the child is absent at 10 am, 1 pm, and 6 pm.
3	Attendance Secretary	Parent Link notifies the parent of the absence. If the phone call was not completed, notification is sent to the parent by letter the next school day.
6	Attendance Secretary Administrator	Attendance secretary notifies the student's parent/guardian(s) of number of absences by letter.  Building level administrator schedules a conference with the parent/guardian(s) to discuss interventions and possible denial of credit after 12 accumulated absences. Respective building level administrators will direct attendance secretaries to send a report to the chairman of the Community Truancy Board (CTB) detailing absentee data.
9	Attendance Secretary	Makes a referral to the Juvenile Court and notifies parent/guardian(s) of the referral after the juvenile has reached nine (9) absences.
12	Administrator	Conducts a conference with parent/guardian(s) or documentation of absences sent to the student's address on record.  Administrator denies promotion/course credit and notifies parent/guardian(s).