

STUDENT ATTENDANCE
MINIMUM TIME IN CLASS

FEB
ADMINISTRATIVE REGULATION

SECONDARY
PERIOD-BY-
PERIOD
ATTENDANCE
REPORTING

Secondary students must be present in each class period a minimum of 25 minutes in order to be counted present for the period. This regulation applies to all class periods other than the official state attendance reporting class period/time. A student who arrives late to class at the beginning of the period will be counted "tardy." Once the class has been in session for 10 minutes or longer, a student would be counted as "absent" for that class. Students that are present in class and leave before they have attended class for a cumulative amount of time of at least 25 minutes, will be counted absent.

If a student arrives late, or is to be dismissed from class prior to the end of the class period, he/she must have an official written pass to/from class from an administrator, the designee, or the attendance secretary. The attendance secretary will make the necessary changes in Skyward based on office records of entry and release of students.

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ELEMENTARY
ATTENDANCE

Elementary students must be present in class by 10:00 am in order to be counted present for the day. Students that enter the building after the tardy bell rings shall be counted tardy until 10:00. After 10:00, students are considered absent for the day. Students entering the building after the school start time shall obtain a tardy pass from the attendance secretary or designee to be admitted into class.