

## Attendance

Minnesota State Statute 120A.22 requires children to attend school every day, on time, from the time they are enrolled until they are eighteen years old, unless the student has a lawful excuse for being absent. Therefore, it is the responsibility of the parent/guardian to call the Attendance Office (651-332-8567) and inform the school if their student will be absent. All efforts should be made by families to ensure that their student(s) are in school each and every day.

### **Lawful Reasons for Being Absent (Excused Tardy/Absences) include (but are not limited to):**

- Illness (Doctor verification required for illness beyond 3 days);
- Doctor, dental, or mental health appointments (avoid school hours if possible);
- Religious holidays;
- Funeral or other family emergency;
- Legal matters including court appearances (proof of documentation required)

### **Unlawful Reasons for Being Absent (Unexcused Tardy/Absences) include (but are not limited to):**

- Staying home to baby-sit or help out
- Oversleeping
- Missing the bus (no fault of HCPA)
- Need for rest or sleep
- Travel (unless pre-approved)
- Cold weather
- Car trouble
- No clean clothes

## Truancy

Students are considered truant when they have missed three days of school without a valid excuse (elementary), or have missed three or more class periods in a day, for a total of three days (middle school or high school). Once students have reached certain numbers of unexcused absences, the actions in the following chart will be taken and such notifications will be sent to parent(s)/guardian(s). Deans will follow up and engage with students and parents as necessary. Excessive absenteeism will result in the student being reported to their local county truancy office.

## Contacts

Attendance Coordinator  
Office: 651-209-8002 | Ext: 8658  
Direct: (651) 332-8567

Attendance Assistant  
Office: (651) 209-8002 | Ext: 31035  
Direct: (651) 289-1815

Director of Family Engagement  
Office: (651) 209-8002 | Ext: 8281  
Cell: (612) 297-2158

Lead Dean of Students  
Office: 651-209-8002 | Ext: 4217  
Cell: (651) 703-8332

## Process and Procedure for Truancy

UNEXCUSED ABSENCES	DEPARTMENT IN CHARGE	PROCESS
3 DAYS	Attendance	<ul style="list-style-type: none"> <li>Weekly attendance report is reviewed.</li> <li>Warning letter and robo call sent to parents/guardians</li> </ul>
5 DAYS	Attendance	<ul style="list-style-type: none"> <li>Weekly attendance report is reviewed.</li> <li>Warning letter and robo call sent to parents/guardians</li> <li>Phone call and meeting with parents/guardians, <b>IF NECESSARY</b></li> </ul>
7+ DAYS	Dean of Students	<ul style="list-style-type: none"> <li>Weekly attendance report is reviewed.</li> <li>Deans will cross reference any truancy over 7+ days</li> <li>Letter sent home</li> <li>Phone call home to set up a parent meeting</li> <li>Referral made to the county for informational meeting</li> <li>Parents will be required to meet with the county attorney</li> </ul>

## Attendance FAQ's

- ***How can parents/guardians report a student's absence?***
  - If a student must miss school, parents/guardians must contact the **Attendance Office** at **651-332-8567** or **attendance@hcpak12.org** to report the absence.
- ***What to report for a student's absence?***
  - Child's full name
  - Child's grade
  - Student id # or child's birthdate
  - Date(s) of absence
  - Reason for absence
  - Parent/Guardian name
- ***What happens if a student arrives late (tardy) to school in the morning?***
  - All students who arrive after 8:00 AM are considered tardy and **MUST** check in at the Main Office (Office C) with a parent/guardian before going to class.
  - Parents/Guardians are **REQUIRED** to come inside to sign students in.
  - The Main Office will provide students with a tardy pass.
- ***How many days of school can a student miss in a school year?***
  - In a school year, students can be absent for a **MAXIMUM** of 15 days excused and unexcused combined.
  - Students are considered truant when they have missed three days of school without a valid excuse (elementary), or have missed three or more class periods in a day, for a total of three days (middle school or high school).
  - Excessive excused absences can be reported as truant if absences continue to accumulate.
- ***How can parents make arrangements for planned absences?***
  - Parents/Guardians must notify and obtain pre-approval through the Attendance Office.
  - A **MINIMUM** of seven days prior notice is **REQUIRED**.
  - Students are allowed 5 excused days per school year when pre-approved.
  - Parents and students are responsible for ensuring that students do not fall behind on coursework while away from school. Students will need to work with their teacher(s) to create a plan for completion of any assignments or tests that will be missed.
  - If students are to be absent for 15 or more consecutive days, it is required by Minnesota State Law 126C.05 that the student is dropped from school. In the event that parents/guardians decide to re-enroll their student(s), they will be placed on a waiting list for re-enrollment into the school.