



ATTENDANCE

The high school attendance policy is a bit different than elementary and middle school. Just because students are checked out after 11:30 a.m. does not mean they will be counted present for the classes they miss. A student can be DENIED CREDIT due to attendance and, as a result, will need to attend summer school or repeat the class the next school year. Please note the following:

- A student will lose credit if he/she has 10 or more unexcused absences in any year long class.
- A student will lose credit if he/she has 5 or more unexcused absences in any semester long class.
- Denial of credit is based on attendance for each individual class period, not all day attendance.
- Parents may excuse 9 days per school year with a handwritten parent note or e-mail.
- All excuses must be submitted within three days of returning to school.
- Students should ask their teachers about make up work **as soon as possible**, but within 3 days of absence.
- Classwork and assessments cannot be made up if the absence is unexcused.
- A Pre-Early Warning conference with an administrator and counselor will occur after 3 unexcused absences.
- The attendance officer will conduct the Early Warning conference after 5 unexcused absences.
- Parent notes will be accepted if submitted after the Early-Warning conference.
- Doctor's notes are counted as excused and are unlimited.
- Check PowerSchool regularly for unexcused absences (UAs). Make sure to check attendance for each individual class period. The app and the desktop view are completely different but each period will have attendance and absences recorded. Below is a screenshot of what you will see in PowerSchool:

Expression	10/11-10/15					10/18-10/22					10/25-10/29					11/1-11/5					11/8-11/12					11/15-11/19						
	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	
1(E)	-							DE							PE	DE	DE		FT	FT					-		DE	DE				-
1(E)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2(E)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3(E)	-							DE							PE	DE	DE		FT						-	PE	DE	DE				-
4(E)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5(E)	-														PE		DE		FT						-	PE	DE	DE				-
6(E)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7(E)	-														PE				FT						-	PE	DE	DE				-

Attendance Codes: AA=Administrator Approved | AP=Alternative Placement | DE=Doctor Excused
 EA=Excused Absence | EDL=Early Dismissal | EX=Expulsion | EXE=Exemption | FT=Field Trip
 HB=Homebound | ISS=In School Suspension | LG=Legal | OSS=Out of School Suspension
 PE=Parent Excuse | RO=Religious Observance | SA=School Activity | SK=Skipping | TE=Tardy Excused
 TU=Tardy Unexcused | UA=Unexcused Absence

If you have any questions, contact our attendance clerk, Sadie Petrie at sepetrie@bcbe.org for more info.