

Exhibit 1 - [To be distributed school-wide at the start of each school year] [Use with every new enrollment]

Place on School Letterhead
**NYE COUNTY SCHOOL DISTRICT
ATTENDANCE POLICY PARENT/STUDENT CONTRACT**

ATTENDANCE PHILOSOPHY

School attendance for kindergarten through grade 12 is essential to students' academic success and personal growth. In order to meet or exceed the State and District academic standards and develop habits of punctuality, self-discipline and responsibility, students must attend and participate in their prescribed educational program. Attendance is a shared responsibility of students, parents or legal guardians, school staff and community.

Nye County School District requires students to be in attendance at least 90% of the school year in order to be promoted or to earn credit. Absences that do not count against the student when applying the 90% attendance rule (NRS 392.122) are absences due to the fact the student is physically or mentally unable to attend school and parent contact is made within three days of the absence, or pre-arranged absences with the approval of the principal or his/her designee pursuant to NRS 392.130.

NRS 392.122 requires each school district to prescribe a minimum number of days that a pupil must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade. NCS D requires students to be in attendance 90% of the school year.

5-Day Week = 180 Days per School Year
Maximum Absences Allowed:
Elementary – 18 days per school year
Secondary – 9 days per semester
Maximum – 18 days per school year
Alternative – 5 hours per week

4-Day Week = 140 Days per School Year
Maximum Absences Allowed:
Elementary – 14 Days per school year
Secondary – 7 days per semester
Maximum – 14 days per school year

All absences require parent contact within three (3) days of the absence to excuse the missing day and avoid being marked truant (NRS 392.130). Absences that do not count against the student when applying the 90% minimum attendance rule (NRS 392.122):

Absences due to the fact that the student is physically or mentally unable to attend school, and parent contact is made within three (3) days of the absence; and

Pre-arranged absences (Section E) with the approval of the Principal or his/her designee pursuant to NRS 392.130; or

Time out of a class due to a school activity that is:

- Sponsored by the school or school district;
- Part of the program of the school or school district; and

- Personally supervised by an employee of the school district.
- Absences due to modified schedule for an IEP or 504 Plan (NRS 392.050).

PARENT/LEGAL GUARDIAN RESPONSIBILITIES:

1. The parent/legal guardian will provide an oral or written excuse explaining the cause of the absence within three days after the student returns to school (NRS 392.130).
2. The parent/legal guardian is requested to notify the school in writing of any student health problems, which may result in lengthy/chronic absences from school.
3. It is the parent's/legal guardian's responsibility to attend conferences relating to attendance when requested by the school.
4. Pursuant to NRS 392.130, the parent/legal guardian must request approval for pre-arranged absences from the principal or his/her designee at least two (2) days in advance of the absence. Extended absences require more advance notice.

TRUANCY:

Students risk being marked truant when a call or written note from a parent/legal guardian is not presented to the school within three days of an absence. Students will also be marked truant if it is found they were out of their scheduled class(es) without permission and missed the entire period(s). As required by NRS 392.144, schools must report truanancies to their local law enforcement agency for investigation and possible issuance of a citation.

ABSENCE DEFINED

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. <u>5-Day Week/Elementary K-5</u>
 Up to 75 minutes late = Tardy
 76-150 minutes late = ½ Day Absent
 Over 150 minutes late = Full Day Absent | <ol style="list-style-type: none"> <u>4-Day Week/Elementary K-5</u>
 Up to 75 minutes late = Tardy
 76-170 minutes late = ½ Day Absent
 Over 170 minutes late = Full Day Absent |
|---|--|
2. Secondary Absence (Grades 6-12): If a student misses an entire class period, he/she will be marked absent.
 3. Alternative Education Absence (Grades 6-12): As an Alternative Program (NRS 388.537) the curriculum is provided as a Program of Independent Study as defined in NRS 389.155. A Distance Education student is considered in attendance for the entire week if they have completed work on their course and/or contacted their assigned teacher. If a student does not complete work or communicate with their teacher, they are considered absent for the entire week.

ABSENCE TYPES

Verified Absence – An absence is verified when a call or written note by a parent or guardian is presented to the school office prior to or within three (3) days after students return to school. Students will be marked as truant when such notification is not provided.

Unavoidable Absence – The following types of absences are considered unavoidable and/or health related: Illness, death in the immediate family, emergency medical or dental attention, and court appearance.

Unverified Absences – An absence that has not been approved by the district and verified with a call or written note by a parent or guardian prior to or within three (3) days after the student returns to school is considered unverified and becomes a truancy.

Prearranged Absences – Please refer to NCS D Regulation 7222, Attendance Monitoring and Accounting. A parent may request a prearranged absence, only up to ten (10) days per school year through the following process using Exhibit 2 at least two (2) days prior to the scheduled absence.

Makeup work must be provided for any absence, but it is the student's responsibility to request the makeup work in advance or on the first day he/she returns to class. Because it is impossible to make up some in-class assignments, coursework of a similar nature may be given. It is the student's responsibility to turn in all makeup class work on the designated deadline. Failure to complete the makeup work by the designated deadline will result in no credit being received for the makeup work. Students who attend less than 90% of the year or course may be retained.

I have read and understand the attendance policy as given by (Name of School) and the Nye County School District.

Parent's Name: _____ Student's Name: _____

Parent's Signature: _____ Date _____

Student's Signature: _____ Date _____

Exhibit 2

Place on School Letterhead

PRE-ARRANGED ABSENCE REQUEST FORM
(10 Pre-Arranged Absences Allowed Per Year)

**TWO DAYS' PRIOR NOTICE IS REQUIRED FOR APPROVAL OF
PRE-ARRANGED ABSENCES**

Note: It is necessary to provide all requested information. Parents and student must sign and return this form to the principal at least two (2) days prior to the date(s) of the student's absence.

Student's Name _____

Date(s) of Requested Absence _____

Reason for Absence _____

The signatures of the above-named student and his/her parent(s) reflect our understanding that this requested absence may fall outside the allowable minimum number of attendance days and could result in academic consequences for the student named above.

It is important to the overall success of the named student, and in order to receive full credit, that a completion plan for makeup work (attached) will be pre-arranged **before** the absence begins. Makeup work turned in after the assigned completion date will be lowered one full grade (10%). The student will be allowed the number of days absent, plus one day, to make up work.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

Principal/Designee's Approval _____ Date _____

* * * * *

Office use only:

Date student picked up signed approval _____

Date parent notified of administrative approval _____ (notify parent of due date for work)

Date makeup work is to be submitted to teacher _____ (number of days absent + one day)

[Parent to submit at least 2 days prior to scheduled absence]

Exhibit 3

Place on School Letterhead

COMPLETION PLAN FOR MAKEUP WORK

Date _____

Student Name _____ Grade _____ Pod or Room ____

Items of Completion Plan

(Items may include expected work to be completed while away, dates when all makeup work should be submitted, etc.)

We agree to the conditions of the Completion Plan

Student's Signature _____

1st Period Teacher's Signature _____

2nd Period Teacher's Signature _____

3rd Period Teacher's Signature _____

4th Period Teacher's Signature _____

5th Period Teacher's Signature _____

6th Period Teacher's Signature _____

7th Period Teacher's Signature _____

School Counselor's Signature _____

School Principal's Signature _____

Exhibit 4 - (School Site Form) - [Use with Exhibit 5 at Parent/Administration Attendance Conference after 2nd truancy]

TRUANCY QUESTIONNAIRE

Name: _____

Address: _____

Phone: _____

Grade: _____

DOB: _____

Why isn't _____ going to school? Is it because of (circle appropriate issue/issues):

- Transportation Issue (too far to go, no reliable means of getting to school)
- Safety Issue (surrounding neighborhood not safe, fear someone/thing at school)
- Social Issue (Gang activity, low self-esteem, difficult peer relationships, bullying, personal relations, personality conflict with other student/teacher)
- Home Issue (tending to younger siblings, parent/guardian not well, homeless, student is also a parent)
- Health Issue (pregnancy, lacking medical care/immunizations, medical problem, substance abuse, handicap/disability)
- Other

Is there anyone in the school with whom you feel comfortable talking (teacher, counselor, coach, etc.)? _____ If so, who? _____

* * * * *

Administrative Notation Required (please note administrative solution/action to improve student's performance):

Principal/Designee Signature

Date

Exhibit 5 – For Truancy Conference

(School Letterhead)
NYE COUNTY SCHOOL DISTRICT
Parent/Legal Guardian Attendance Conference Check Off List

Student's Name _____ Date _____

Provide the following items to parent/guardian:

- Attendance Policy 7222 and a blank parent/student NCSD Attendance Contract
- Infinite Campus Student Attendance printout and Quick Lookup printout (*show dropped classes)

Review and explain Minimum Attendance Required (7222- D)

- 90% required by the state and NCSD
- Four types that do not count against the student when applying the 90% rule
 - Absences due to the fact that the student is physically or mentally unable to attend school and the parents contact the school within three (3) days. After eighteen (18) absences, it is highly recommended that all other absences are excused by a doctor's note, court documents, pre-arranged absences, death in the family, etc.
 - Pre-arranged absences with the approval of administration (10 days per year)
 - Time out of a class due to a school activity that is (1) sponsored by the school or school district, (2) part of the program of the school district; and (3) personally supervised by an employee of the school district.
 - Absence due to modified schedule for an IEP or 504 plan.

Review and explain Chronic Absenteeism (7222- F)

- After eighteen (18) overall absences, the principal may require a valid excuse in order to excuse any additional absences for the remainder of the year.
- If the parent states medical reasons prevent student from attending school, inform parent of the 504 process.

Review and explain Truancy Defined (7222- C)

- Students are required by law to attend all their scheduled classes, and it is illegal for them to be truant. It is also considered a misdemeanor for parents/legal guardians to promote or allow students to be truant (NRS 392.210). As required by NRS 392.144, schools must report trancies to their local law enforcement agency for investigation and possible issuance of a citation.
- Students risk being marked truant when a call or written note from a parent/legal guardian is not presented to the school within three days of an absence. An absence is any time a student misses one or more full periods of school.

NCSD Attendance Contract: parent/guardian and student to sign during meeting

- Copy to parent
- Original (file in student's cumulative folder)
- Infinite Campus Truancy Questionnaire (required), **filled out by administrator during meeting**

- Copy provided to SDO Administrator who supervises attendance
- Both the Truancy Questionnaire Information and the administrator notations (listed below) to be logged into Infinite Campus and a copy filed in student's cumulative folder.

****Administrator Notation required (please note administrative solution/action to improve attendance:**

Administrator Signature _____ Date _____

Administrator (print name) _____ Date _____

**Exhibit 6 - [School sends for each truancy] - (Pahrump, Amargosa, Beatty, Tonopah,
Round Mountain)
(Place on School Letterhead)**

PARENT NOTICE OF TRUANCY

(Date)

To the Parent/Legal Guardian of (student)
(Address)

RE: (Student)

Dear Parent/Legal Guardian:

The Nye County School Board of Trustee's Attendance Policy and NRS 392.130 require parental notification of unexcused absences and truanicies of your student.

As required by this policy and statute, we are reporting to you that (student) has at least one or more unexcused absences and/or truanicies. Please review the enclosed attendance printout.

Policy requires that a referral be made to the Nye County Juvenile Probation Department/District Truancy Officer. You may contact our attendance office to review (student)'s case at (school phone number).

Thank you,

Principal/Designee
(Name of School)

Copy: Student File

Exhibit 6a – [School sends for each truancy] - (Gabbs/Duckwater only)

(Place on School Letterhead)

PARENT NOTICE OF TRUANCY

(Date)

To the Parent/Legal Guardian of (student)
(Address)

RE: (Student)

Dear Parent/Legal Guardian:

The Nye County School Board of Trustee's Attendance Policy and NRS 392.130 require parental notification of unexcused absences and truanancies of your student.

As required by this policy and statute, we are reporting to you that (student) has at least one or more unexcused absences and/or truanancies. Please review the enclosed attendance printout.

Policy requires that a referral be made to the Nye County Juvenile Probation Department and/or District Truancy Officer and/or Tribal Council. You may contact our attendance office to review (student)'s case at (school phone number).

Thank you,

Principal/Designee
(Name of School)

Copy: Student File

Exhibit 7 - [Truancy Officer sends for each truancy]
Nye County School District Truancy Report
(Name of School)

(Date)

To the Parent/Legal Guardian of (student)
(Address)

Violation NRS: _____

Dear Parent/Legal Guardian:

This report is to advise you that (student) was absent from school without a valid excuse on the following dates:

This is a violation of the Nevada Revised Statutes 392.130 "Truant".

NRS 392.130:

1. "Within the meaning of this chapter a pupil shall be deemed a truant who is absent from school without the written approval of his teacher, or principal of the school, unless the pupil is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil.

2. An unapproved absence for at least one period, or the equivalent of one period for the school, of a school day may be deemed a truancy for the purposes of this section.

3. If a pupil is physically or mentally unable to attend school, the parent or legal guardian, or other person having control or charge of the pupil, shall notify the teacher or principal of the school orally or in writing, in accordance with the policy established by the board of trustees of the school district within 3 days after the pupil returns to school."

NRS 392.140: "Any child who has been declared a truant three (3) or more times within one (1) school year must be declared a habitual truant."

NRS 392.210: "Failure of a parent or guardian, or other person who has control or charge of any child, to whom notice has been given of the child's truancy as provided in NRS 392.130 and 392.140 and who fails to prevent the child's subsequent truancy within the school year, is guilty of a misdemeanor."

The Nye County School Board of Trustee's Attendance Policy and NRS 392.140 require parental notification of unexcused absences and truanancies of your student. Policy also requires us to provide this report of truancy to the Nye County Juvenile Probation Department/District Truancy Officer. As required by this policy and statute, we are reporting to you that (student) has at least one or more unexcused absences and/or truanancies. Please review the enclosed attendance printout. You may contact the attendance office at (school) to request a review of (student)'s case at (school phone number).

- ___ Notice 1: Warning
- ___ Notice 2: Warning
- ___ Notice 3: Nye County School District Truancy Panel Hearing
- ___ Notice 4: Court/Fines

Sincerely,

Principal
(Name of School)

Exhibit 7a - [Truancy Officer sends for each truancy] [Amargosa, Beatty, Tonopah, and Round Mountain]

Nye County School District Truancy Report

(Name of School)

(Date)

To the Parent/Legal Guardian of (student)
(Address)

Violation NRS: _____

Dear Parent/Legal Guardian:

This report is to advise you that (student) was absent from school without a valid excuse on the following dates:

_____.
This is a violation of the Nevada Revised Statutes 392.130 "Truant".

NRS 392.130:

1. "Within the meaning of this chapter a pupil shall be deemed a truant who is absent from school without the written approval of his teacher, or principal of the school, unless the pupil is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil.

2. An unapproved absence for at least one period, or the equivalent of one period for the school, of a school day may be deemed a truancy for the purposes of this section.

3. If a pupil is physically or mentally unable to attend school, the parent or legal guardian, or other person having control or charge of the pupil, shall notify the teacher or principal of the school orally or in writing, in accordance with the policy established by the board of trustees of the school district within 3 days after the pupil returns to school."

NRS 392.140: "Any child who has been declared a truant three (3) or more times within one (1) school year must be declared a habitual truant."

NRS 392.210: "Failure of a parent or guardian, or other person who has control or charge of any child, to whom notice has been given of the child's truancy as provided in NRS 392.130 and 392.140 and who fails to prevent the child's subsequent truancy within the school year, is guilty of a misdemeanor."

The Nye County School Board of Trustee's Attendance Policy and NRS 392.040 require parental notification of unexcused absences and trancies of your student. Policy also requires us to provide this report of truancy to the Nye County Juvenile Probation Department and/or /District Truancy Officer. As required by this policy and statute, we are reporting to you that (student) has at least one or more unexcused absences and/or trancies. Please review the enclosed attendance printout. You may contact the attendance office at (school) to request a review of (student)'s case at (school phone number).

___ Notice 1: Warning

___ Notice 2: Warning

___ Notice 3: Parent/Student conference with Assoc. Superintendent/Designee & Truancy Officer

___ Notice 4: Truancy Officer takes Parent/Student to Court

___ Notice 5: Truancy Officer takes Parent/Student to Court

Sincerely,

Principal
(Name of School)

**Exhibit 7b - [Truancy Officer sends for each truancy] [/Duckwater and Gabbs]
Nye County School District Truancy Report (Name of School)**

(Date)

To the Parent/Legal Guardian of (student)
(Address)

Violation NRS: _____

Dear Parent/Legal Guardian:

This report is to advise you that (student) was absent from school without a valid excuse on the following dates:

_____.
This is a violation of the Nevada Revised Statutes 392.130 "Truant".

NRS 392.130:

4. Within the meaning of this chapter a pupil shall be deemed a truant who is absent from school without the written approval of his teacher, or principal of the school, unless the pupil is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil.

5. An unapproved absence for at least one period, or the equivalent of one period for the school, of a school day may be deemed a truancy for the purposes of this section.

6. If a pupil is physically or mentally unable to attend school, the parent or legal guardian, or other person having control or charge of the pupil, shall notify the teacher or principal of the school orally or in writing, in accordance with the policy established by the board of trustees of the school district within 3 days after the pupil returns to school.

NRS 392.140: "Any child who has been declared a truant three (3) or more times within one (1) school year must be declared a habitual truant."

NRS 392.210: Failure of a parent or guardian, or other person who has control or charge of any child, to whom notice has been given of the child's truancy as provided in NRS 392.130 and 392.140 and who fails to prevent the child's subsequent truancy within the school year, is guilty of a misdemeanor.

The Nye County School Board of Trustee's Attendance Policy and NRS 392.040 require parental notification of unexcused absences and trancies of your student. Policy also requires us to provide this report of truancy to the Nye County Juvenile Probation Department and/or District Truancy Officer and/or Tribal Council. As required by this policy and statute, we are reporting to you that (student) has at least one or more unexcused absences and/or trancies. Please review the enclosed attendance. You may contact the attendance office at (school) to request a review of (student)'s case at (school phone number).

___ Notice 1: Warning

___ Notice 2: Warning

___ Notice 3: Parent/Student conference with Assoc. Superintendent/Designee & Truancy Officer

___ Notice 4: Truancy Officer takes Parent/Student to Court and/or Tribal Council

___ Notice 5: Truancy Officer takes Parent/Student to Court and/or Tribal Council

Principal
(Name of School)

Ex. 8 - (5-Day School)

(School Letterhead)
EXCESSIVE ABSENCE CONCERN

(Date)

Parent/Legal Guardian of (Student)
(Address)

Re: (Student) - Five (5) or More Absences

Dear Parent/Legal Guardian:

This letter is to inform you that (student) has _____ absences from school which borders on chronic absenteeism. Pursuant to NRS 392.122 and Nye County School District Policy and Regulation 7222, students are required to be in attendance 90% of the school year. Students in the school district who do not have 90% attendance rate may be considered for retention. Attendance is a shared responsibility of students, parents/legal guardians, school staff and community. Please see the following excerpt from the Attendance Parent Student Contract that was signed at the beginning the school year:

1. The parent/legal guardian will provide an oral or written excuse explaining the cause of the absence within three days after the student returns to school (NRS 392.130).
2. The parent/legal guardian is requested to notify the school in writing of any student health problems, which may result in lengthy/chronic absences from school.
3. It is the parent's/legal guardian's responsibility to attend conferences relating to attendance when requested by the school.
4. Pursuant to NRS 392.130, the parent/legal guardian must request approval for prearranged absences from the principal or his/her designee at least two (2) days in advance of the absence. Extended absences require more advance notice.

Please contact the school with any questions or concerns.

Thank you,

(Principal)
(Name of School)

cc: Cumulative Folder

Ex. 8a - (4-Day School)

(School Letterhead)

EXCESSIVE ABSENCE CONCERN

(Date)

Parent/Legal Guardian of (Student)
(Address)

Re: (Student) - Three (3) or More Absences

Dear Parent/Legal Guardian:

This letter is to inform you that (student) has _____ absences from school which borders on chronic absenteeism. Pursuant to NRS 392.122 and Nye County School District Policy and Regulation 7222, students are required to be in attendance 90% of the school year. Students in the school district who do not have 90% attendance rate may be considered for retention. Attendance is a shared responsibility of students, parents/legal guardians, school staff and community. Please see the following excerpt from the Attendance Parent Student Contract that was signed at the beginning the school year:

1. The parent/legal guardian will provide an oral or written excuse explaining the cause of the absence within three days after the student returns to school (NRS 392.130).
2. The parent/legal guardian is requested to notify the school in writing of any student health problems, which may result in lengthy/chronic absences from school.
3. It is the parent's/legal guardian's responsibility to attend conferences relating to attendance when requested by the school.
4. Pursuant to NRS 392.130, the parent/legal guardian must request approval for prearranged absences from the principal or his/her designee at least two (2) days in advance of the absence. Extended absences require more advance notice.

Please contact the school with any questions or concerns.

Thank you,

(Principal)
(Name of School)

cc: Cumulative Folder

Ex. 9 – (5-day School)

(School Letterhead)

CHRONIC ABSENTEE WARNING

(Date)

Parent/Legal Guardian of (Student)
(Address)

Re: (Student) – Eight (8) or More Absences

Dear Parent/Legal Guardian:

This letter is to inform you that (student) has _____ absences from school which results in chronic absenteeism. Pursuant to NRS 392.122 and Nye County School District Policy and Regulation 7222, students are required to be in attendance 90% of the school year. **Students in the school district who do not have 90% attendance rate may be considered for retention.** Attendance is a shared responsibility of students, parents/legal guardians, school staff and community. Please see the following excerpt from the Attendance Parent Student Contract that was signed at the beginning the school year:

1. The parent/legal guardian will provide an oral or written excuse explaining the cause of the absence within three days after the student returns to school (NRS 392.130).
2. The parent/legal guardian is requested to notify the school in writing of any student health problems, which may result in lengthy/chronic absences from school.
3. It is the parent's/legal guardian's responsibility to attend conferences relating to attendance when requested by the school.
4. Pursuant to NRS 392.130, the parent/legal guardian must request approval for prearranged absences from the principal or his/her designee at least two (2) days in advance of the absence. Extended absences require more advance notice.

It is imperative that we speak with you regarding this matter. We will be contacting you via a phone call regarding this matter.

Thank you,

(Principal)
(Name of School)

cc: Cumulative Folder

Ex. 9a – (4-day School)

(School Letterhead)

CHRONIC ABSENTEE WARNING

(Date)

Parent/Legal Guardian of (Student)

(Address)

Re: (Student) – Six (6) or More Absences

Dear Parent/Legal Guardian:

This letter is to inform you that (student) has _____ absences from school which results in chronic absenteeism. Pursuant to NRS 392.122 and Nye County School District Policy and Regulation 7222, students are required to be in attendance 90% of the school year. **Students in the school district who do not have 90% attendance rate may be considered for retention.** Attendance is a shared responsibility of students, parents/legal guardians, school staff and community. Please see the following excerpt from the Attendance Parent Student Contract that was signed at the beginning the school year:

1. The parent/legal guardian will provide an oral or written excuse explaining the cause of the absence **within three days** after the student returns to school (NRS 392.130).
2. The parent/legal guardian is requested to notify the school in writing of any student health problems, which may result in lengthy/chronic absences from school.
3. It is the parent's/legal guardian's responsibility to attend conferences relating to attendance when requested by the school.
4. Pursuant to NRS 392.130, the parent/legal guardian must request approval for prearranged absences from the principal or his/her designee at least two (2) days in advance of the absence. Extended absences require more advance notice.

It is imperative that we speak with you regarding this matter. We will be contacting you via a phone call regarding this matter.

Thank you,

(Principal)

(Name of School)

cc: Cumulative Folder

Ex. 10 – (5-Day School)

(School Letterhead)

**CONFERENCE REQUESTED: POSSIBLE RETENTION DUE TO
CHRONIC ABSENTEEISM**

(Date)

Parent/Legal Guardian of (Student)

(Address)

Re: (Student) – Twelve (12) or More Absences

Dear Parent/Legal Guardian:

Due to (student)'s excessive number of absences, we are providing written notification (required per NRS 392.122 and Nye County School District Policy and Regulation 7222) to you that we may deny (student)'s promotion to the next grade level.

NRS 392.122, subsection 3: Except as otherwise provided in subsection 5, before a pupil is denied credit or promotion to the next higher grade for failure to comply with the attendance requirements prescribed pursuant to subsection 1, the principal of the school in which the pupil is enrolled or his designee shall provide written notice of the intended denial to the parent or legal guardian of the pupil. The notice must include a statement indicating that the pupil and his parent or legal guardian may request a review of the absences of the pupil and a statement of the procedure for requesting such a review. Upon the request for a review by the pupil and his parent or legal guardian, the principal or his designee shall review the reason for each absence of the pupil upon which the intended denial of credit or promotion is based.

We have made several attempts to remedy this matter to no avail. You and (student) are now scheduled for a conference before the Chronic Absenteeism Panel at (school) on (date) at (time). At this conference we will discuss (student)'s absences, grades and possibility of retention.

Thank you,

(Principal)

(Name of School)

cc: Cumulative Folder

Ex. 10a – (4-Day School)

(School Letterhead)

**CONFERENCE REQUESTED: POSSIBLE RETENTION DUE TO
CHRONIC ABSENTEEISM**

(Date)

Parent/Legal Guardian of (Student)
(Address)

Re: (Student) – Nine (9) or More Absences

Dear Parent/Legal Guardian:

Due to (student)'s excessive number of absences, we are providing written notification (required per NRS 392.122 and Nye County School District Policy and Regulation 7222) to you that we may deny (student)'s promotion to the next grade level.

NRS 392.122, subsection 3: Except as otherwise provided in subsection 5, before a pupil is denied credit or promotion to the next higher grade for failure to comply with the attendance requirements prescribed pursuant to subsection 1, the principal of the school in which the pupil is enrolled or his designee shall provide written notice of the intended denial to the parent or legal guardian of the pupil. The notice must include a statement indicating that the pupil and his parent or legal guardian may request a review of the absences of the pupil and a statement of the procedure for requesting such a review. Upon the request for a review by the pupil and his parent or legal guardian, the principal or his designee shall review the reason for each absence of the pupil upon which the intended denial of credit or promotion is based.

We have made several attempts to remedy this matter to no avail. You and (student) are now scheduled for a conference before the Chronic Absenteeism Panel at (school) on (date) at (time). At this conference we will discuss (student)'s absences, grades and possibility of retention.

Thank you,

(Principal)
(Name of School)

cc: Cumulative Folder

Exhibit 11 – (To be used during Conference)

CHRONIC ABSENTEEISM PANEL CONFERENCE QUESTIONNAIRE

Name: _____

Address: _____

Phone: _____

Grade: _____

DOB: _____

Why isn't _____ going to school? Is it because of (circle appropriate issue/issues):

- Transportation Issue (too far to go, no reliable means of getting to school)
- Safety Issue (surrounding neighborhood not safe, fear someone/thing at school)
- Social Issue (Gang activity, low self-esteem, difficult peer relationships, bullying, personal relations, personality conflict with other student/teacher)
- Home Issue (tending to younger siblings, parent/guardian not well, homeless, student is also a parent)
- Health Issue (pregnancy, lacking medical care/immunizations, medical problem, substance abuse, handicap/disability)
- Other:

Is there anyone in the school with whom you feel comfortable talking (teacher, counselor, coach, etc.)? Yes or No. If yes, who? _____

* * * * *

Administrative Notation Required (please note administrative solution/action to improve student's performance):

Assistant Superintendent's Signature _____

Date _____

Exhibit 12 – (to be used at Chronic Absentee Conference)

Place on School Letterhead

**NYE COUNTY SCHOOL DISTRICT
Possible Denial of Credit or Promotion
Attendance Conference Form**

Student's Name _____

Date _____

Name of Parent/Legal Guardian attending conference: _____

Have the following forms available to complete this conference:

- NRS 392.122 (subsection 1 to be highlighted) – 2 copies
- NCSD Regulation 7222 – Attendance Monitoring and Accounting (highlight F, first paragraph of D and I's title line) – 2 copies
- Infinite Campus Student Attendance printout (to include dropped classes) – 2 copies
- Infinite Campus Student Attendance Comments
- Infinite Campus "entire year" Quick Lookup printout (to include dropped classes)

Please check off each step you address as you proceed through your conference.

- Gave one copy to the parent/legal guardian and reviewed each:**
- NRS 392.122 (subsection 1 to be highlighted)
- NCSD Regulation 7222 – Attendance Monitoring and Accounting (highlight F, first paragraph of D and I's title line)
- Infinite Campus Student Attendance printout (to include dropped classes)

- Explained NCSD Minimum Attendance Requirements in relation to possible retention.**
- Reviewed NRS 392.122, subsection 1; then
- Reviewed NCSD Regulation 7222, F (Chronic Absenteeism) and first paragraph of D
- Reviewed student's grades entire year to date

- ****If the parent/legal guardian requested a review of attendance in writing** 24 hours in advance of this meeting: Use the student attendance printout and attendance comments printout to *"review the reason for each absence of the pupil upon which the intended denial of credit or promotion is based"*.
- Check here if a written request was not submitted.

- Administrative Findings (check each one that applies)**
After a review of each student absence with the parent/legal guardian (if a written request was submitted), it was determined (check one):
- There were more than 18 unverified absences (14 for 4-Day week)
- There were more than 18 absences for which course requirements were not met (14 for 4-Day week)
- No written request for review of attendance was submitted

- Student is recommended for denial of credit/promotion based on attendance**

Reviewed NCS D Regulation 7222, section I: Appeal of Decision to Fail/Retain due to Attendance (if denying credit/promotion).

**Administrative Notation required (please note administrative action taken):

Administrator Signature _____ Date _____
Administrator (print name) _____ Date _____