



# ATTENDANCE MATTERS

Missing Just 2 Days Per Month Can Affect Your Academic Success!

September					October					November					December					January				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F

Parents and Guardians,

**Your children, our students, are expected to attend school in-person, every day, arriving at school on time and remaining in school until dismissal.** Missing just two days each month adds up! Choosing to complete assignments online **instead of attending school in-person** is ***NOT*** an option and results in additional absences. Even when you send notes and your children’s absences are excused, when they have more than 17 absences, your children are identified as chronically absent. As we continue the drive toward excellence and equity for all, we expect our students to be physically in school. You can help your children develop and maintain good attendance habits by:

- making sure your children attend school every day unless there is a legitimate reason for the absence;
- talking to your children about the importance of reporting to class on time, prepared, and ready to learn;
- encouraging your children to follow all school rules and the *Standards of Student Conduct* so they can remain in school; and
- scheduling family trips and vacations during scheduled school breaks.

As a parent or guardian, you are responsible for:

- keeping the lines of communication open between you and your children’s school team;
- making sure your contact information (phone number, address, emergency contact list, etc.) is up to date; and
- providing a written explanation for your children’s absences **before** they occur or on **the first day** they return to school.

Please note: Schools will no longer accept personal excuse notes for absences after a 3-day grace period. For medical appointments, make sure you provide the official note from the doctor’s office, clinic, hospital or have them fax a copy to the school. When unexpected things happen that result in your children missing school, you are expected to contact their teachers, school counselors, or building principals as soon as possible. Any special arrangements for extenuating circumstances will be addressed on a case-by-case basis. Patterns of nonattendance may result in one or more of the following:

1. Development of an Attendance Plan
2. Parent Conferences
3. Afterschool Make-up Assignment Date(s)
4. Meetings with the Truancy Multi-Disciplinary Team
5. Petitions filed with the Juvenile Court for truancy

If you have any questions or concerns, please contact the Department of Student Support Services at 757-628-3931 or [studentsupportservices@nps.k12.va.us](mailto:studentsupportservices@nps.k12.va.us).