



**CSD Parent Attendance Guidelines
Updated 6/19/2023**

Policies and Procedures: S.C. Compulsory School Attendance Law requires students attend a minimum of 170 of the 180 school calendar days. High school students must attend 40 days of a 45-day course and 80 days of a 90-day course to receive credit. The Board has designated the school principal to grant approval of excessive absences in accordance with state and local board policy for the purpose of promotion/retention decisions.

S.C. State Board of Education Regulation, R-43-279: The regulation defines “truancy” as a child (age 6 to 17) who missed three (3) consecutive unlawful absences or a total of five (5) or more unlawful absences during the school year.

Any student who misses school must present a written statement signed by a parent/guardian or a medical statement. The absences will be coded unexcused/unlawful if the statement is not turned in within three days.

<p>An absence is considered <u>excused/lawful</u> absent when:</p> <ul style="list-style-type: none"> • They are ill and their attendance in school would endanger the health of others. Provide documentation upon student’s return. • There is a death or serious illness in their immediate family – with proper documentation (i.e., bulletin, death notice, obituary, etc.). • There is a recognized religious holiday of their faith. • They are participating in sanctioned school activities. • There is a medical or legal appointment. Submit documentation. 	<p>An absence is <u>unexcused/unlawful</u> when:</p> <ul style="list-style-type: none"> • A student is absent without acceptable cause with or without parental knowledge. • They and/or the family are out of town on trips or vacations. • A student has missed the bus, overslept, or has skipped school.
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The maximum number of acceptable parent notes is ten (10). Unexcused parent notes and valid parent notes submitted beyond the allotted amount are treated as unexcused/unlawful absences.

Truancy and Intervention Plans: If a student meets the definition of truant, by law, the school is required to make efforts to contact the parent/guardian to complete a **Student Attendance Intervention Plan (SAIP)**. The purpose of the intervention plan is to state the reason for the absences and develop a corrective plan taken by the student, parent, and school to resolve the issue. If the student continues to have unexcused/unlawful absences, the student and parent may face court intervention and/or referral to the Department of Social Services for educational neglect.

Chronic Absenteeism: Any student who misses 50% or more of the instructional day for any reason for 10 percent (or more) of the enrollment period. **A student in elementary or middle must be in attendance at least half the school day to be counted as present (elementary–10:50 am; middle school–11:30 am).** High school students must attend at least half of a period (45 minutes) to be counted as present.

Chronic Absenteeism vs Truancy:

	Chronic Absenteeism	Truancy
Definition	Any student in K-12 who misses 50% or more of the instructional day for any reason for 10% (or more) of the enrollment period.	A student between the ages of 6-17 who has accumulated 3 consecutive or a total of 5 or more unexcused/unlawful absences.
Types of absences included	All absences contribute to chronic absenteeism. This includes days in which a student is not present 50% of the day. This includes excused absences, unexcused absences, suspensions, tardy arrivals, and early dismissals	Only full day unexcused/unlawful absences contribute to a truancy designation for the academic year. Excused/lawful absences and suspensions do not affect truancy.