

It will be the policy of this district to maintain a system of student attendance accounting which will show the number of days present and absent for each enrolled student in our blend of traditional and/or virtual instruction (KSD policy 603 Instruction). The record of attendance for each student will be entered upon his or her permanent student record.

Each building principal will establish a system of accounting to deal with absences and truancy under which all student absences will be classified as avoidable (unexcused) or unavoidable (excused). Such accounting system will be subject to the approval of the superintendent of schools.

Excused absences are absences from school with the parent/guardian's knowledge and consent, which may include, but are not limited to, illness, medical appointments, illness or death in the family, authorized school activities, or other pre-arranged absence. Except in the case of unexpected excused absences, a written excuse from the parent/guardian must be presented to the school administrative office. If the excused absence is unexpected, written verification from the parent/guardian must be presented to the school administrative office upon return to school.

Unexcused absences are absences without the knowledge and consent of the student's parent/guardian.

The penalty for unexcused absences is at the discretion of the principal. Continued truancy may result in suspension from school.

**LEGAL REFERENCE:**

Idaho Code Section 33-1002
Family Educational Rights and Privacy Act
34 CFR Part 99
Idaho Code [33-1619](#)
Idaho Code [33-5202A \(11\)](#)
Idaho Code [33-5208 \(10\)](#)

ADOPTED: April 13, 2004**AMENDED:** October 17, 2023