

ELEMENTARY SCHOOLS  
Guidelines for Implementing Student Attendance Regulations  
School Year 2022-23

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical or legal statement. If a written excuse or medical/legal statement is not provided to your school's Attendance Office within three days after the student is back in school, this absence will be unexcused. The maximum number of parent notes accepted and recorded for illness as a lawful/excused absence is *five* per school year.

Students will be considered lawfully excused absent when:

- a. They are ill and their attendance in school would endanger their health or the health of others.
- b. There is a death or serious illness in their immediate family — with proper documentation (bulletin, death notice, etc.).
- c. There is a recognized religious holiday of their faith.
- d. Activities approved in advance by the principal.
- e. The student is suspended from school.
- f. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.
- g. Absences associated with Covid-19,

*Lawful absences allow students to make up missed work.*

Note: Out-of-town trips/vacations are not lawfully excused absences.

Early Dismissal: Students are not allowed to leave school after 1:45 p.m. UNLESS a doctor's excuse/appointment card is presented to the office by the parent at the time of dismissal. In addition, no transportation changes can be made AFTER 1:45 p.m.

Student Attendance Intervention Plans

After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan.

The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful.) When a student is absent more than 10 days, attendance is a key factor used in the promotion/retention decisions for grades K-5.

*Citation: South Carolina Code of Laws 59-65-50, 60 & 70, and South Carolina Board of Education Regulations.*