



# Andrean High School Attendance Guidelines

## Excused



- Illness verified with a physician statement dated at the time of the visit/illness
  - Note must be returned within 1 week or absence will be unexcused
- Death in the family
- School sends the student home sick if due to fever, vomiting, or otherwise apparent illness

### Pre-Arranged Excused Absences:

- Page for General Assembly
- Election Day Worker
- Court Witness
- IN National Guard Active Duty
- Civil Air Patrol
- Educationally related nonclassroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal, etc.) when students return with a signed, authorized, dated statement
- Observation of a religious holiday
- Military connected family absences related to deployment
- Exhibiting/participating in state fair

## Parent/Guardian Verified



5 Day Limit Per Semester

Parent/Guardian Notifies School within 48 hours of the absence.

A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their student home for the student's own best interest.

## Unexcused



An unexcused absence is any absence not covered under the definition of excused or exempt absences outlined here and any/all absences over the allowed limit per Andrean's attendance policy (10 days).

## Additional Attendance Information

As a reminder, students will be placed on an attendance contract if\when they...

- have missed eight days or more by the end of semester one
- accrue ten (or more) PGV and\or unexcused absences at any point during the school year

The State of Indiana defines Chronic Absenteeism as any student who misses 10% or more (18 days) of school for any reason, excused or otherwise. In addition, state law IC 20-33-2-25 states that if a student meets this 18-day threshold and\or misses ten or more days without medical documentation, a school must report it to the Department of Child Services or Lake County Juvenile Probation Department.

For Andrean's attendance policy in full, please refer to our handbook (which can be accessed through the Andrean website).

**Indiana Department of Education (IDOE)**  
**Attendance Goal = 95%**

**IC 20-33-2-14 - The governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence.**