

## CCSD REGULATIONS FOR EXCUSING ABSENCES

A written note must be stamped in the Attendance Office within three (3) days of the student returning to school after an absence. Notes are collected in the Attendance Office anytime during school hours. Notes received beyond three (3) days of the student's return to school, will not be accepted and the absence will not be excused.

Absences shall only be approved for the purposes of attendance enforcement within the meaning of the Nevada Revised Statutes when:

1. The student is physically or mentally unable to attend school, or the absence is related to the student's disability.
2. The approval of the teacher or principal has been given for an unavoidable absence due to an emergency.
3. The student is absent due to a required court appearance or a religious holiday.
4. The absence has been pre-arranged upon the written request of the legal parent/guardian (up to a 10-day yearly maximum).

### REQUIRED ABSENCE NOTE COMPONENTS

Due to the volume of notes that Southeast Career Technical Academy receives, required components must be included on any absence note in order to be considered for excuse.

1. Date(s) of the absence(s) and the date stamp from the attendance office.
2. Complete name (first and last) of the student; no nickname.
3. Student number.
4. Approved reason as listed above.
5. Signature of parent/guardian

(Sample Note)

Student number: 123456

Student name: John Doe

Date: 01/01/01

To Whom It May Concern:

Please excuse John's absence for (month, date, and year). He was ill with a cold and was unable to attend school. Sincerely,

Mrs. Doe (John's Mother)

**Please note: IF A STUDENT EXCEEDS EIGHT (8) UNEXCUSED ABSENCES IN ANY CLASS, THE STUDENT WILL LOSE CREDIT FOR THAT CLASS FOR THE SEMESTER IN WHICH THE ABSENCES WERE ACCRUED.**

Note: It is the student's responsibility to get their work from the teachers and make it up in a reasonable time period.