

# Attendance Designations



Minutes Missed	Absent Portion	Code Recorded
Up to 10 minutes	N/A	Tardy
11 – 90 minutes	0.25	Tardy but $\frac{1}{4}$ day absent
91 – 180 minutes	0.50	Tardy but $\frac{1}{2}$ day absent
181 – 270 minutes	0.75	Absent $\frac{3}{4}$ day
Over 270 minutes	1.00	Absent Full Day

- No student checkout last 30 minutes of school day – must have principal approval.
- Parents must notify school each time a student is absent and provide a note.
- Any absence or tardy without a written note from a parent will be unexcused.