

Student attendance is a very important factor in student success and achievement. Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term.

To avoid truancy, the parent/guardian must ensure that the following activities are taking place:

The student must

- a. completes assigned lessons and assessments.
- b. participates in educational activities for an appropriate number of hours, as outlined in the Required Instructional Hours section.
- c. maintains monthly telephone contacts with teachers.
- d. attends all required Live Lessons.
- e. can demonstrate that he/she is doing his/her own schoolwork.
- f. attends all mandatory state testing.
- g. The parent/guardian has communicated with the homeroom teacher in advance if he or she needs to deviate from the regular school calendar (for example, switching a vacation and school day).

“Habitual truant” means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student’s parent. The Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

Truancy/Excessive Absenteeism Processes

Absences	School Responsibilities
Previous Day Absent	Auto dialer message (robocall)
3 Consecutive Absences	1 st Attendance warning letter via email by the Student Experience Specialist (SES)
5 Consecutive Absences	2 nd Attendance warning letter sent via email by SES SES to notify Homeroom Teacher

	<p>Phone call from Homeroom teacher. If connection is not successful, email is sent and documented. If connection successful, document conversation in TVS.</p> <p>SES to notify Homeroom Teacher</p> <p>Phone call from Homeroom teacher. If connection is not successful, email is sent and documented. If connection successful, document conversation in TVS.</p> <p>Principal robocall</p>
7 Consecutive Absences	3 rd Attendance warning letter sent via email by Student Experience Specialist
10 Consecutive Absences	<p>Student Experience Admin to send truancy concern letter via certified mail.</p> <p>Student Experience Specialists to call all 10 days directly and leave a VM if not connected. Specialists are to follow-up with an email if unable to reach.</p> <p>If no contact is made and all previous contact has been unsuccessful, Social Worker will contact Local Law Enforcement to initiate well- check.</p>
15 or More Consecutive Absences	<p>Student will be submitted to school review for possible withdrawal at escalation with Admin team, Special Programs, and Social Worker.</p> <p>Principal approves or denies recommendation for withdrawal to the admin team.</p> <p>Curriculum will be locked following approval of withdrawal.</p>