

Excessive Absences and Tardiness Response Timeline

The Kenmore-Town of Tonawanda School District recognizes attendance as a critical factor for student success in school. Consistent school attendance, improved academic performance, and school completion have a positive correlation and will contribute to our efforts to assure that our students attain the higher standards of “career and college ready” established by our Board of Regents. A cooperative effort by the district, the parents, the students and the community is essential to achieving this goal.

Students absences and instances of tardiness, both excused and unexcused, will be monitored and receive varying responses from the school/District. Those students whose absences and instances of tardiness exceed 15% during a given period of time will be considered excessively absent and will be referred for administrative review. Parents will be notified of the impending review and informed of the outcome.

<u>Number of Absences and Tardies:</u>		<u>School/District Response:</u>
1) Three (3)	➡	Teacher call to parent/guardian
2) Six (6)	➡	Teacher letter to parent/guardian
3) Nine (9)	➡	School Counselor call to parent/guardian
4) Eleven (11)	➡	Principal call to parent/guardian
5) Fourteen (14)	➡	Principal notice #1 to parent/guardian
6) Sixteen (16)	➡	Principal notice #2 to parent/guardian
7) Twenty (20)	➡	Principal notice #3 to parent/guardian
8) Twenty-two (22)	➡	Principal referral to Elementary Attendance Counselor (F110.1 & F110.2)
9) Twenty-five (25)	➡	Principal referral to Asst. Superintendent of Student Svcs. for consideration of TIP involvement (F110.1 & F110.2)
10) Twenty-seven (27)	➡	Principal/school counselor call to CPS