



What Happens When I Am Absent or Late?

Did you have

- your parent/guardian call in the reason **and** you have not been called in more than 3 times this quarter?
OR
- a doctor's note (turned into the HS office) that you were seen in their office?
OR
- a pre-approved school function?
(Example: Honor Society Induction)

Schools are now required to track a student's absences by the hours not present in school. **A missed school day at Grant Career Center is equal to 6.5 hours.** Late arrivals and early dismissals will be tracked by the instructional time missed and will be included in the total number of hours missed for the school year.

Students are expected to miss **no more than 3 days (excused or unexcused) per quarter which equals 19.5 hours.**

If Yes to one of these reasons-it is an EXCUSED absence <u>from school</u>		If No to all of these reasons-it is an UNEXCUSED absence <u>from school</u>	
Any absence will affect your:			
Employability Grade	For Both Excused/Unexcused Absences 0 Employability Points will be earned for all areas (when absent) (exceptions: documented medical, field trips, funeral, or other school functions)		
It may affect your:			
Career Tech Certificate (issued at the end of your program)	For Both Excused/Unexcused Absences <ul style="list-style-type: none">No more than 72 hours over your <i>two-year program</i> to earn a Certificate of MeritNo more than 144 hours over your <i>two-year program</i> to earn a Completion CertificateMore than 144 hours over your two-year program results in a Participation Letter only		
Early Placement Program	For Both Excused/Unexcused Absences Good attendance is an important factor for early placement.		
Don't let it affect:			
Truancy	Habitually Truant (Unexcused Absences) <ul style="list-style-type: none">30 or more consecutive hours42 or more hours in one school month72 or more in one school year	Excessive Absences (Excused and Unexcused Absences) <ul style="list-style-type: none">38 or more hours in one school month65 or more hours in one school year	
72 unexcused hours may result in recommendation that the student return to their home school			