

# Wilson County Board of Education

Policy Description:

Attendance

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Policy Number:

6.200

Amended Date:

02/04/10

Rescinds:

04/01/02

Reviewed: 01/10

Issued: 04/01/92

1 Attendance is a key factor in student achievement; and, therefore, students are expected to be present each day  
2 school is in session. Under the federal guidelines of "No Child Left Behind" attendance is considered a key  
3 accountability factor.

4  
5 Any parent, guardian, or other person who has control of a child or children and who shall violate the provisions  
6 of this part shall be guilty of a Class C misdemeanor. Each day's unlawful absence shall constitute a separate  
7 misdemeanor.

8  
9 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

- 10  
11 1. All accounting and reporting procedures and their dissemination;  
12 2. Ensuring that all school age children attend school;  
13 3. Providing documentation of enrollment status upon request for students applying for new or  
14 reinstatement of driver's permit or license; and  
15 4. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from  
16 school.<sup>2</sup>

17  
18 Student attendance records shall be given the same level of confidentiality as other student records. Only  
19 authorized school officials with legitimate educational purposes shall have access to student information without  
20 the consent of the student or parent/guardian.<sup>3</sup>

21  
22 The principal shall be responsible for ensuring that:<sup>4</sup>

- 23  
24 1. Attendance is checked and reported daily for each class;  
25 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the  
26 majority of the day;

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<sup>1</sup> TRR/MS 0520-1-3-.08 (1)(a); TCA 49-6-3006

<sup>2</sup> TCA 49-6-3017

<sup>3</sup> TCA 10-7-504; 20 U.S.C. § 1232g

<sup>4</sup> TCA49-6-3007

3. All student absences are followed up;
4. Determination is made if an absence is excused or unexcused, based on criteria approved by the Wilson County Board of Education;
5. System wide procedures for accounting and reporting are followed;
6. Each day an attempt is made to contact, individually by phone or electronically, the parent/guardian of each student who is absent (principal or his/her designee K-12);
7. An attempt is made to contact parent/guardians, individually by telephone, of all K-12 students who have missed five (5) unexcused days or more and prior to ten (10) unexcused days (principal or his/her designee);
8. Each student receives a copy of the attendance policy; and
9. This policy is explained in a homeroom or assembly meeting.

**CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>1</sup> However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

The attendance procedures shall be reviewed annually and approved by the Board of Education and be contained in the administrative procedures manual for the school system.

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<sup>1</sup> TCA 49-2-203(b)(7)