

BLACKRIDGE ELEMENTARY

ATTENDANCE POLICY

1. The Jordan School District will comply with its obligation under the Compulsory Attendance Law to monitor student attendance and communicate with parents if the student's attendance pattern is not in compliance with Utah State Law. ([Utah Compulsory Attendance Law 53A-11-1015](#)).
2. Daily Attendance consists of two (2) attendance periods: If a student is absent the entire day their attendance will reflect two (2) half days.
3. Weekly attendance letters are automatically generated to students with five (5) or more unexcused absences.
4. Students are allowed up to 10 excused vacation/education leave days each school year. Each leave day may be used as needed for family vacations, events, etc. Educational Leave Forms can be completed in the Main Office. Please remember, each Educational Leave Form must be filled out **prior** to the vacation or event.

ATTENDANCE CODES:

Unexcused Absence Codes:

A = Absent (No Parent or Guardian contact)

G = Guardian Knowledge (Parent verified student's absence)

T = Tardy (Student checks in before 11:01 without verified excused note)

Excused Absence Code:

E = Excused (Physician's note required)

I = Excused Check-In (Student checks in between 9am–3:55pm with a physician's note)

O = Checkout after 2:30pm

V = Educational Leave/Vacation (Ed. Leave Form completed **BEFORE** vacation is taken)

We understand that a physician is not needed every time your student is ill, however, it is important that communication is made with the school's attendance office **EACH** day that a student is absent.