



Sheppard Pratt School

Attendance Policy 2023-24

- I. Purpose: To implement a consistent attendance policy that adheres to attendance policies across all school jurisdictions that Sheppard Pratt School serves.
***Please note that all DC students follow the DCPS attendance policy.**
- II. Definitions:
 - A. A student is considered present for a full day if present for 4 or more hours of the school day. Student will be marked as present for a half-day if present for less than 4 hours.
 - B. Chronic Absences – are both lawful and unlawful absences; 4 Days in a quarter, 9 days in a semester, 18 days in a school year; or when a student reaches 5 cumulative unexcused absences.
 - C. Habitual Truancy - are both lawful and unlawful absences; 9 days in a quarter, 18 days in semester, 30 days in a school year; or 10 cumulative unexcused absences.
 - D. Excused/Lawful Absences

Please contact the administration with questions regarding absences that do not fall into one of the categories below.

1. Death in immediate family
2. Sickness (or sickness of child)
3. Court Summons
4. Hazardous Weather
5. Religious Holiday
6. State Emergency
7. Suspension
8. Medical/Dental Appointment
9. Lack of authorized transportation
10. Hospitalization
11. College visits
12. Employer interviews
13. Absences to allow students to visit their parent or a legal guardian, who is in the military; immediately before, during, or after deployment
14. Other Emergency – Designated by the Education Director or their designee

III. Procedures:

A. Recording Attendance

1. The school secretary collects attendance daily by 10am and inputs attendance into the school's internal data collection system (SEPHSims).
2. The school admissions coordinator inputs attendance for all DCPS students into SEATS every Wednesday and Friday of the current week before 2pm.
3. The school secretary submits monthly attendance for students in all jurisdictions (except DCPS) by the 5th of the following month.
4. The school secretary submits the electronic spreadsheet for PGCPs students.
5. Students have three days after returning to school from being absent to present a note (from parent/guardian or doctor) excusing their absence.
6. Each teacher is responsible for recording the attendance of students in class. Teachers record attendance directly in the online attendance system.

B. Monitoring Attendance, Reporting Absences & Interventions:

1. The school secretary reports daily attendance to the school administration (education director, principal, and program coordinators).
 - a. Families will be contacted when a student is absent to determine if the absences is excused or unexcused.
2. The school secretary will notify school administration when a student has accrued 3, 4, and 5 unexcused absences.
 - a. A letter will be sent home when a student has accrued 3 unexcused absences. Documentation of contact should be made (email or phone call) when a student accrues 4 unexcused absences.
3. The school secretary notifies administration **via email** (Education Director, Principal, IEP Coordinator, & program coordinator) when a student has demonstrated chronic absenteeism.
 - i. **Chronic absenteeism** is defined as 4 Days in a quarter, 9 days in a semester, 18 days in a school year; or when a student reaches 5 cumulative unexcused absences.
4. When a student has met the chronic absenteeism criteria, the program coordinator will document communication with parent(s)/guardian(s) in the appropriate communication logs (phone call and/or email) and complete attendance intervention form.
5. Education Director or their designee will contact the Local School System (LSS) Representative and inform them of the absences within 2 business days. The IEP team will determine the need for attendance intervention meeting. ***Upload Attendance letter in SEDS for all DC students.**
6. If attendance meeting is scheduled:
 - a. Education Director or their designee will schedule an attendance meeting with the student's school team & family. The Local School System Representative will be invited to attend.
 - b. Attendance Intervention Meeting will be held.

- c. Attendance intervention plan (DCPS, PGCPs or other appropriate school jurisdiction form) will be completed.
7. 7 Consecutive Days (Fairfax County-funded students only) – Sheppard Pratt School will receive written authorization to hold student placement.

Habitual Truancy Intervention:

8. Education Director or their designee contacts LSS Representative within 2 business days about an IEP meeting and/or Reconvene Attendance Intervention Team meeting.
 - a. Review previous intervention plan
 - b. Revise and implement attendance plan as needed.
 - c. If 10th consecutive day is for medical reasons/hospitalization, Education Director or their designee calls emergency IEP meeting to discuss provision of FAPE.
 - d. ***DC Students Only*** (Students ages 5-13) – Make referral to CFSA.
 - a. **Upload attendance letter to SEDS**
9. 15-Day Intervention (15 cumulative unexcused absences, since beginning of school year. ***DC Students Only***)
 - a. Ages 14-17 - complete referral form to Court of Social Services Division of the Superior Court of the District of Columbia & to the Office of Attorney General Juvenile Section and deliver to LEA.

IV. Un-enrolling Students:

The school secretary notifies the Education Director, Principal, IEP Coordinator and admissions coordinator of the following situations below. The Education Director must confirm un-enrollment with the LSS representative prior to officially un-enrolling the student and notify school administration team.

1. All Maryland Schools – 10 Consecutive Days. At the 10th consecutive day, the school will notify the local school system (LSS) representative.
 - a. Students are un-enrolled upon entering a detention center.
2. Fairfax County Only – Stop Billing on 15th Consecutive Day
 - a. IEP Coordinator will communicate with all other Virginia LSS Representative when student reaches 10 consecutive absences.
3. DC/OSSE – 7 consecutive unexcused absences or 10 cumulative unexcused absences – IEP coordinator will obtain written authorization from the appropriate Local School System Representative to hold a student’s placement. The student is un-enrolled and billing stops at 15 consecutive days of absence.

Review: 7/1/23