

Student Attendance, Absenteeism, and Truancy: Processes

Purpose

The following process establishes a clear, consistent framework for monitoring student attendance, communicating with families, and enforcing compulsory attendance requirements in accordance with Board Policy and RSA 193:1–7.

I. Foundational Expectations

1. Student attendance is the legal responsibility of the parent/guardian and the student.
2. The District is responsible for:
 - Accurate attendance tracking
 - Timely communication with families
 - Implementation of interventions
 - Enforcement of compulsory attendance laws
3. Definition Authority:
 - “Excused absences” are defined by District Policy JEA.
 - “Unexcused absences” (truancy) are subject to enforcement under RSA 193:1–7.

All absences (excused and unexcused) count toward attendance monitoring and intervention thresholds. Legal truancy determinations and enforcement actions are based solely on unexcused absences.

II. Daily Attendance Monitoring

- Attendance shall be taken daily in all schools.
- For each absence, the District will issue an automated phone call and/or email notification to the parent/guardian.

III. Attendance Intervention Protocol

A. Tier A (5 absences)

5 Total Absences (Excused or Unexcused) – Early Intervention

- An auto-generated letter will be mailed to the parent/guardian.
- The letter will include:
 - Notification of attendance concern
 - Reference to District Policy JEA
 - Reference to RSA 193:1–7

B. Tier B (10 absences)

10 Total Absences – Pattern Identified

- A letter will be hand-delivered to the parent/guardian residence.
- The building administrator and designated support staff will be formally notified.
- The communication will:
 - Identify the student as demonstrating a concerning pattern of attendance
 - Reference RSA 193:1–7
 - Require immediate improvement in attendance

Note: Habitual truancy is defined separately as 10 half-days of unexcused absence under RSA 193:1–7.

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C. Tier C (15 absences)

15 Total Absences – Mandatory Intervention

- A mandatory meeting will be scheduled with the parent/guardian and building principal.
- The District will develop and issue a written Attendance Intervention Plan.
- The written notice will include:
 - District Policy JEA
 - RSA 193:1–7
 - Required corrective actions and expectations
- Failure to Participate:
If the parent/guardian fails to attend the required meeting:
 - The District will notify the Police Department for truancy enforcement.

Police notification at this stage is for welfare/truancy support and does not constitute formal legal enforcement.

D. Tier D (20 absences)

20+ Total Absences and/or Continued Noncompliance – Enforcement

This threshold applies to continued noncompliance following intervention and may include cases of unexcused absences meeting truancy criteria.

- The District will initiate formal enforcement actions, including:
 - Requesting a police home visit
 - Submitting a referral to DCYF for educational neglect/truancy
- Additional legal action may be pursued under RSA 193:1–7.

IV. Administrative Authority

- The District may advance interventions at any stage based on severity or pattern of absences.
- Failure of a parent/guardian to respond or participate does not delay or prevent:
 - Implementation of an attendance plan
 - Advancement to the next intervention level
 - Legal enforcement actions

V. Documentation Requirements

At each stage, the District shall maintain:

- Copies of all communications
- Attendance records
- Notes from meetings and interventions
- Documentation of attempted contacts

VI. Non-Exclusivity

This procedure does not limit the District’s authority to:

- Address attendance concerns through additional supports
- Refer cases earlier when warranted
- Ensure compliance with all applicable laws and regulations

VII. Alignment with Law and Policy

This procedure is intended to operate in conjunction with District Policy JH and RSA 193:1-7

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District Policy History:

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