

Student Attendance, Absenteeism, and Truancy: Procedure

I. Purpose

The following procedures will support the processes for monitoring student attendance, communicating with families, and implementing intervention and enforcement in alignment with Board Policy and RSA 193:1-7.

II. Foundational Requirements

1. All student absences shall be recorded daily.
2. All absences-whether excused or unexcused-shall count toward attendance thresholds.
3. Attendance notifications and interventions at defined thresholds are mandatory and shall not be subject to staff discretion.

III. Daily Notification

- For each absence, the District shall issue:
 - Automated phone call and/or
 - Email notification to the parent/guardian

IV. Attendance Intervention Framework

Non-Negotiable Rule

All intervention thresholds are based on total absences (excused and unexcused combined).

Legal truancy determinations and enforcement actions are based solely on unexcused absences in accordance with RSA 193:1–7.

Tier 1: Early Concern (5 Absences)

Action Required:

- Auto-generated attendance letter sent to parent/guardian
- Student flagged for attendance monitoring

Purpose:

- Early awareness
- Prevent escalation

Tier 2: Pattern Identified (10 Absences)

Action Required:

- Written notice sent (hand-delivered or certified when feasible)
- Administrator review initiated

May Include:

- Request for documentation

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- Notification of attendance concern
- Warning of further intervention

Tier 3: Mandatory Intervention (15 Absences)

Action Required:

- Mandatory parent/guardian meeting with Principal or designee
- Development of an Attendance Intervention Plan

Plan May Include:

- Attendance expectations
- Required documentation moving forward
- Academic or schedule supports

Non-Compliance:

- Failure to attend the meeting may result in escalation, including referral to the Police Department.

Tier 4: Chronic Absenteeism (10% Threshold/18 days)

Action Required:

- Formal identification as chronically absent
- Intensified intervention

May Include:

- Additional meetings
- Program adjustments
- Increased monitoring

Tier 5: Truancy (Unexcused Absence Threshold)

- Ten (10) half-days of unexcused absence = habitual truancy

Action Required:

- Formal truancy process initiated
- Documentation of interventions
- Parent notification of legal implications

Tier 6: Legal Enforcement (20+ Absences or Continued Noncompliance)

Action May Include:

- Police Department home visit
- Referral to DCYF for educational neglect
- Court action under RSA 193:1–7

V. Documentation Requirements

At each stage, the District shall maintain:

- Attendance records
- Copies of all correspondence
- Meeting notes
- Intervention plans
- Documentation of parent contact attempts

VI. Administrative Authority

- The Principal serves as the attendance officer.
- The Principal or designee:
 - Determines whether absences are excused
 - May require documentation at any time
 - May re-evaluate absences based on patterns
 - May advance interventions at any stage
- Health office staff:
 - May document reported reasons for absence
 - Shall not determine whether an absence is excused for enforcement purposes

VII. Non-Discretionary Enforcement Clause

Failure of staff to implement required notifications and interventions at each threshold is not permitted.

All attendance actions outlined in this procedure are mandatory and shall be implemented consistently across all schools.

VIII. Non-Participation Clause

Failure of a parent/guardian to:

- Respond to communication
- Provide requested documentation
- Attend required meetings

shall not delay or prevent the District from:

- Advancing interventions
- Implementing attendance plans
- Initiating enforcement actions

District Policy History:

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Second reading/adopted: May 7, 2026

District revision history: