

Policy JH-R2: Attendance Roles Policy

Attendance Implementation Tree: Roles & Responsibilities

TIMELINE SUMMARY (WHO + WHEN)

Threshold	Action	Who Leads
Daily	Record + notify	Front Office
5 absences	Automated Letter	Front Office
10 absences	Principal Letter + review	Principal/Designee
15 absences	Principal Meeting + plan	Principal
10% missed	Chronic intervention	Principal/Designee
Truancy threshold	Legal process	Principal
20+ / no improvement	Enforcement	Principal / Police

All absences (excused and unexcused) count toward attendance monitoring and intervention thresholds. Legal truancy determinations and enforcement actions are based solely on unexcused absences in accordance with RSA 193:1–7.

DAILY ATTENDANCE (ALL STUDENTS)

Front Office / Attendance Clerk

- Record all absences in SIS daily
- Trigger automated call/email

Nurse

- Document reported reason (if illness)
- Does NOT determine excused status

Principal / Designee

- Oversight only (no action unless threshold reached)

TIER 1 – 5 ABSENCES (EARLY CONCERN)

Front Office

- Generate and send 5-day attendance letter

Principal / Designee

- Ensure student is flagged for monitoring
- No meeting required yet

TIER 2 – 10 ABSENCES (PATTERN IDENTIFIED)

Front Office

- Generate and send 10-day letter
 - Hand-delivered or certified (when feasible)

Principal / Designee

- Conduct **administrative review**
- Determine if documentation is required
- Flag for possible intervention

Nurse

- Provide attendance/health pattern info if requested

TIER 3 – 15 ABSENCES (MANDATORY INTERVENTION)

Principal / Designee (LEAD ROLE)

- Schedule and conduct mandatory parent meeting
- Develop Attendance Intervention Plan
- Require documentation moving forward

Front Office

- Send 15-day letter + meeting notice
- Track parent response

If Parent Does NOT Attend

- **Principal initiates escalation (Police notification)**

TIER 4 – CHRONIC ABSENTEEISM (10%)

Principal / Designee

- Identify student as chronically absent
- Review and adjust attendance plan
- Implement additional supports

Support Staff (as needed)

- Counselor / SPED / MTSS involvement

TIER 5 – TRUANCY (LEGAL THRESHOLD)

Trigger:

10 half-days of unexcused absence without sufficient justification

Principal / Designee (LEAD ROLE)

- Officially identify student as habitually truant
- Initiate formal truancy process
- Notify parent of legal status

Front Office

- Document all prior interventions
- Maintain attendance records

Principal

- Request Police home visit

TIER 6 – ENFORCEMENT / NONCOMPLIANCE

Principal / Superintendent (as needed)

- Determine escalation based on:
 - Continued absence
 - Failure to comply

Actions May Include:

- DCYF referral
- Court filing under RSA 193:1–7

Front Office

- Compile full documentation packet

NON-NEGOTIABLE ROLE CLARITY

Chronic absenteeism (10%) is an educational concern requiring intervention.

Truancy is a legal violation based on unexcused absences and may result in law enforcement involvement.

Principal = Decision Maker

- Determines justification
- Leads all interventions
- Initiates enforcement

Front Office = Compliance

- Sends all letters
- Tracks thresholds
- Maintains documentation

Nurse = Information Only

- Documents health info
- Provides input if requested
- Does NOT excuse absences

District Policy History:

First reading: April 2, 2026

Second reading/adopted: May 7, 2026

District revision history: