



Below is sample language regarding school attendance policy designed to ensure good attendance. Schools may develop their own policy. This is provided only as a sample. Whatever attendance policy is submitted and approved must also be listed in the school's catalog.

**DESCRIPTION AS TO HOW THE SCHOOL
ENSURES GOOD ATTENDANCE
SCHOOL NAME
SCHOOL LOCATION**

The classroom teacher maintains the attendance roster. The attendance roster is kept at the school at all times. In the event that a substitute teacher is used, the substitute must initial the day's attendance.

Attendance will be taken in the following manner:

1. Approximately ten minutes after class begins
2. Approximately ten minutes before class ends

If absent a first, second, and third time, that student will be contacted by phone and the results will be recorded on the Absence/Drop Record Form.

If absent a fourth and fifth time, the student will be contacted by telephone and in writing and will be advised of possible consequences. A copy of the same letter will be given to the student the next time the student comes to class, at which time the student must sign the Absence/Drop Record Form acknowledging receipt of the letter.

If absent a sixth time, the student will be informed in writing that the course must be repeated and the student will be subject to paying additional tuition for the repeat. The student will not be able to repeat more than one course per program due to absences.

Measures Taken When a Student Drops

If absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.