



Administrative Directive 4.10.012-AD

Student Attendance and Absences

Oregon law requires parents or guardians to send their children between the ages of 7 and 18 years to a full-time public school regularly until they have completed the 12th grade. (ORS 339.010)

I. Definitions:

- A. Full day absence means missing 51% or more of the day.
- B. Half day absence means missing 25% to 50% of the day.
- C. Class absence means missing more than 25% of the class period.
- D. Excused absence means that the parent or guardian provided an excusable reason for the absence verbally or in writing either prior to the absence or within three days after the student's return to class.
- E. Tardy means not present at the start of class and arriving prior to the completion of 25% of the class period or the entire morning or afternoon session if the sessions are not divided into individual periods.
- F. Unplanned absence means the student is absent from the class and the teacher and/or school did not know in advance.

II. Attendance Reporting: Principals shall establish and implement procedures through which the school can appropriately report on student attendance.

- A. Attendance Records: The school will maintain attendance records.
 - 1. Attendance records may include, but are not limited to, teacher or school attendance register; classroom daily attendance sheet; weekly attendance and truancy records, excused and unexcused absence records; tardiness records; notes from parents/guardians; and related documentation.
- B. Retention of attendance records is required for three years.

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