



# Fox Chapel Area School District

## Parent/Guardian Notification of Attendance Guidelines & Procedures

**Truant** = 3 or more school days of unexcused absences during current school year  
**Habitually Truant** = 6 or more school days of unexcused absences during current school year  
**Tardiness** = 3 tardies will be converted to 1 unexcused absence

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Student misses **1 to 9 days** school  
(with parent excuses)

The school will follow their procedures in notifying parents

After the **10th day** of school  
(with parent excuses)

Letter will be mailed notifying that all absences beyond 10 days now require a **doctor/licensed practitioner of healing arts excuse**

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Student receives **1<sup>st</sup> Unexcused Absence**  
(no excuse turned in within 3 days or no doctor's excuse turned in after 10<sup>th</sup> day)

Letter will be mailed notifying that after 3 Unexcused absences, the district is required to take further action

Student receives **3<sup>rd</sup> Unexcused Absence**  
(no excuse turned in within 3 days or no doctor's excuse turned in after 10<sup>th</sup> day)

Letter will be mailed to parent/guardian notifying that if additional unexcused absences occurs a Student Attendance Improvement Conference (SAIC) may take place

**4<sup>th</sup> or 5<sup>th</sup> Unexcused Absence**  
(no excuse turned in within 3 days)

Student Attendance Improvement Conference (SAIC) shall take place  
 - Parent/guardian will be invited to attend

**6 or more Unexcused Absence**  
Habitually Truant

The district is now required to file citation with local judge and/or refer family to Children, Youth and Family