



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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**SECTION:** J - Students  
**POLICY TITLE:** Student Attendance  
**FILE NO.:** JDH  
**DATED:** November 11, 2020

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## TABLE OF CONTENTS

1. PURPOSE AND PHILOSOPHY
  2. DEFINITIONS
  3. ATTENDANCE REQUIREMENT
  4. PROCEDURES FOR EXCUSING AN ABSENCE
  5. CHECKING OUT OF SCHOOL
  6. SCHOOL RESPONSIBILITIES
  7. RESPONSE TO TRUANCY GRADES 1-6
  8. RESPONSE TO TRUANCY GRADES 7-12
  9. PARENT RESPONSIBILITIES
  10. LOCAL SCHOOL ATTENDANCE AND TARDY POLICIES
  11. LEARNER VALIDATED ENROLLMENT MEASUREMENT
  12. DUE PROCESS
  13. UNENROLLMENT AFTER TEN CONSECUTIVE TRUANCIES
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### 1. PURPOSE AND PHILOSOPHY

- 1.1. The Board of Education of Nebo School District recognizes that daily, punctual attendance at school can lead to student success and positive lifelong outcomes. On the other hand, chronic absenteeism may prevent students from reaching academic benchmarks and has been linked to high school dropout and other undesirable outcomes.
- 1.2. Under Utah's compulsory education law, [UTAH CODE ANN. 53G-6-202](#), parents are required to enroll and send their school-age children to school unless an exception applies, as set forth in [Nebo School District Policy JDK, Home School and Other Compulsory Education Exemptions](#). Both the Utah Legislature and the Utah State Board of Education have set forth requirements and procedures for school districts related to student attendance.
- 1.3. This policy establishes the requirements and procedures students, parents, and the District must follow to comply with Utah law and to help students receive the benefits of the District's education program.

### 2. DEFINITIONS

- 2.1. **"Absence"** or **"absent"** means the failure of a student assigned to a class or class period to attend a class or class period. "Absence" or "absent" does not mean multiple tardies used to calculate an absence for the sake of a truancy.
- 2.2. **"Approved school activity"** means an activity sponsored by the school and approved by the school's administration. A student may attend an approved school activity as a member of a team, class, club, or group. "Approved school activities" are excused absences, however, students are responsible to complete any missed schoolwork.
- 2.3. **"Excused absence"** means a student's absence from school that has been excused by the school administration for any of the following reasons:

- 2.3.1. an illness, which may be either mental or physical;
  - 2.3.2. the death of a family member or close friend;
  - 2.3.3. an approved school activity;
  - 2.3.4. a medical, dental, or orthodontic appointment;
  - 2.3.5. a family emergency;
  - 2.3.6. a family activity; OR
  - 2.3.7. an absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan.
- 2.4. **“Habitual truant” or “habitually truant”** is when a student who is in grade 7 or above and at least twelve (12) years old:
- 2.4.1. fails to cooperate with the efforts of school authorities to resolve the student’s attendance problems in accordance with [UTAH CODE ANN. § 53G-6-206](#) after being truant at least five (5) times during the current school year; OR
  - 2.4.2. is truant at least ten (10) times during the current school year; OR
- 2.5. **“Nebo Attendance Court Referral”** means written notification issued by the District’s Truancy Specialist or school administrator to a habitually truant student referring the student to Nebo Attendance Court.
- 2.6. **“Nebo Attendance Court”** is a truancy intervention court program operated by Nebo School District to a Habitually Truant student who has been issued a Nebo Attendance Court Referral.
- 2.7. **“Parent”** means the natural or adoptive father and/or mother of a student, the custodial parent of the student, a legally appointed guardian of a student, or any other person purporting to exercise any authority over the student which could be exercised by a person described above.
- 2.8. **“Reasonably Accommodate”** is when a school makes its best effort to enable a parent to exercise a parental right specified in [UTAH CODE ANN. § 53G-6-803](#) without substantial impact to staff and resources, including employee working conditions, safety and supervision at school and for school activities, and the efficient allocation of expenditures; and while balancing (1) parental rights, (2) educational needs of the students, (3) the academic and behavioral impacts to a classroom, (4) a teacher’s workload, and (5) the assurance of the safe and efficient operation of a school.
- 2.9. **“Tardy”** is when a student arrives at a class after the tardy bell has rung. Tardiness is considered a disciplinary issue as well as an attendance issue. If a student arrives to class over ten (10) minutes late but arrives before one-half (1/2) of the total class period has expired, the tardy will be considered a “late tardy.” If a student arrives to class after more than one-half (1/2) of the total class period has expired, the tardy will be considered an “absence” for that class period. It is the responsibility of any student who is tardy to meet with the teacher either during or following the class period to ensure that he/she was marked appropriately. Each school may develop additional policies and procedures for dealing with tardiness as per section 10 of this policy.
- 2.10. **“Truant”** means a condition in which a student is absent without a valid excuse for at least half the school day. A student may not be considered truant under this policy more than one time during one day.

### **3. ATTENDANCE REQUIREMENT**

- 3.1.** Students are required to attend each period for each class in which they are enrolled unless excused as provided in this policy.
- 3.2.** Students are required to arrive on time to each class in which they are enrolled and remain until the class ends unless excused as provided in this policy.
- 3.3.** Violation of this policy may result in the actions described in sections 7 and 8.

### **4. PROCEDURES FOR EXCUSING AN ABSENCE**

- 4.1.** The decision to mark an absence “excused” is made by the school administration, consistent with this policy. Parent acknowledgement of an absence for a reason other than a reason described in subsection 2.3 does not excuse the absence.
- 4.2.** Parents may request that an absence be excused. To do so, the parent must contact the school and provide the reason for the absence. Failure to provide one of the reasons listed in subsection 2.3 will result in the absence being documented as unexcused. If possible, parents should contact the school prior to the absence, but for the request to be considered, the parent must provide the reason and make the request within two (2) school days following the absence. The two (2) school day time limit, however, does not extend beyond the end of the term. All requests for excused absences must be made by the last day of each term. Parents requesting that an absence be excused after the two (2) school day limit or beyond the last day of the term must follow the due process procedures outlined in Section 12 of this policy.
- 4.3.** Students having excused absences exceeding all or part of five (5) school days due to a stated illness may be required to provide a doctor’s note specifically addressing the dates the student was absent from school.
- 4.4.** School administrators shall reasonably accommodate a written request of a student’s parent or guardian to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. Administrators may evaluate requests to approve extended or excessive absences. Such absences may be excused so long as the absences do not negatively impact the academic progress of the student or otherwise fall outside the scope of a reasonable accommodation as defined in Section 2.8 above. Students are required to complete make-up work missed due to an excused absence. Schools may offer positive incentives for students to attend schools.
- 4.5.** School administrators have authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

### **5. CHECKING OUT OF SCHOOL**

Any student who leaves school during the school day is required to check out at the attendance office. In order for the absence to be validly excused, the student must present a note from his/her parent or must contact his/her parent at that time in order to document the reason for the absence. If the student does not check out at the attendance office, the absence will be unexcused. In an emergency, a school administrator may approve the checkout at the time, pending parental confirmation by telephone or note. When a student checks out and leaves the school for a legitimate purpose and then returns to school later in the day, he/she is required to check in at the attendance office. Elementary, middle, and junior high schools are considered to be closed campuses. Elementary, middle, and junior high students may not leave the campus during the school day without approval of a school administrator. Those students who need to leave regularly (such as going home for lunch) may obtain an ongoing pass from the school administrator.

## 6. SCHOOL RESPONSIBILITIES

### 6.1. Notification

- 6.1.1. Each school shall notify students and parents of this policy and any local school attendance and/or tardy policies and procedures every year. The policies, or a summary thereof, may be included in the school's student handbook.
- 6.1.2. Teachers, or other employees as assigned, will monitor and record student absences and tardies in the District's student information system (SIS) each school day.
- 6.1.3. Parents will be notified each day if the student was absent that day.

### 6.2. Attendance Concern Letter

- 6.2.1. A school shall mail an Attendance Concern Letter to the parent of a student who has five (5) trancies during the current school year.
- 6.2.2. A school may mail an Attendance Concern Letter to the parent of a student who has fewer than five (5) trancies during the current school year.
- 6.2.3. A Concern Letter should inform the parent of the student's unexcused absences, request the parent's help in solving the attendance problems, and inform the parent of possible school action if the trancies continue.

## 7. RESPONSE TO TRUANCY GRADES 1-6

### 7.1. Notice of Compulsory Education Violation

- 7.1.1. A Notice of Compulsory Education Violation shall be issued to the parent of a student in grade one (1) through six (6) who has ten (10) trancies during the current school year.
- 7.1.2. A Notice of Compulsory Education Violation may be issued to the parent of a student in grade one (1) through six (6) who has fewer than ten (10) but at least five (5) trancies during the current school year.
- 7.1.3. The Notice of Compulsory Education Violation must be served on the parent by personal service or certified mail and shall contain the notifications and provisions required by [UTAH CODE ANN., § 53G-6-202](#), including:
  - 7.1.3.1. directing the parent to meet with school authorities to discuss the student's trancies;
  - 7.1.3.2. directing the parent to cooperate with the school in securing regular attendance by the student;
  - 7.1.3.3. designating the school authorities with whom the parent is required to meet; AND
  - 7.1.3.4. informing the parent that it is a class B misdemeanor for the parent to intentionally or without good cause: (a) fail to meet with the designated school authorities to discuss the student's attendance problems; or (b) fail to prevent the student from being truant five (5) or more times during the remainder of the current school year.
- 7.1.4. School officials shall meet with parents following the issuance of a Notice of Compulsory Education Violation. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:

- 7.1.4.1. providing appropriate counseling services to the student;
  - 7.1.4.2. making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student;
  - 7.1.4.3. considering alternatives proposed by the parent;
  - 7.1.4.4. providing, upon request, a list of resources available to assist the parent in resolving the student's attendance problems.
- 7.1.5. Parents may contest the Notice of Compulsory Education Violation in accordance with due process procedures set forth in section 12 of this policy.

**7.2. Nebo Attendance Court Option**

A parent who is issued a Notice of Compulsory Education Violation may, upon referral by the District Truancy Officer, be given the option to participate in the Nebo Attendance Court program. Parents must comply with all terms, conditions, and directives imposed by the Nebo Attendance Court. Failure to cooperate or comply with the program will result in a referral to the Utah County Attorney's Office.

**7.3. Report to Division of Child and Family Services**

- 7.3.1. If school personnel have reason to believe that, after a notice of compulsory education violation is issued, the parent has failed to make a good faith effort to ensure that the student receives an appropriate education, the issuer of the compulsory education violation shall report to the Division of Child and Family Services:
- 7.3.1.1. identifying information of the student and the parent who received the notice of compulsory education violation;
  - 7.3.1.2. information regarding the longest number of consecutive school days the student has been absent or truant from school and the percentage of school days the student has been absent or truant during each relevant school term;
  - 7.3.1.3. whether the student has made adequate educational progress;
  - 7.3.1.4. whether the requirements for resolving attendance problems, as detailed in [UTAH CODE ANN. § 53G-6-206](#), have been met;
  - 7.3.1.5. whether the student is two or more years behind the school's age group expectations in one or more basic skills; and
  - 7.3.1.6. whether the student is receiving special education services or systematic remediation efforts.

**7.4. Referral to County Attorney**

A school administrator or designee shall report compulsory education violations to the District Truancy Specialist. The District Truancy Specialist shall report compulsory education violations, as described in this subsection, to the county attorney.

- 7.4.1. Parents who fail to enroll their child as required by law may be reported to the county attorney.
- 7.4.2. Parents who were issued a notice of compulsory education violation may also be referred to the county attorney if one or more of the following occurs:
  - 7.4.2.1. The parent failed to attend the required meeting with school officials;

- 7.4.2.2. The parent failed to respond to the school's request for assistance in resolving attendance concerns;
- 7.4.2.3. The parent failed to prevent their child from being truant five (5) or more times during the remainder of the school year following the Notice of Compulsory Education Violation.

## 8. RESPONSE TO TRUANCY GRADES 7-12

### 8.1. Notice of Truancy

- 8.1.1. A Notice of Truancy shall be mailed to or served on the parent of a student who is in seventh grade or above and at least twelve (12) years old who has ten (10) trancies during the current school year. A Notice of Truancy may be mailed to or served on the parent of a student who is in seventh grade or above and at least twelve (12) years old who has fewer than ten (10) but at least five (5) trancies during the current school year.
- 8.1.2. The Notice of Truancy shall contain the notifications and provisions required by [UTAH CODE ANN. § 53G-6-203](#), including the following:
  - 8.1.2.1. directing the parent to meet with school authorities to discuss the student's trancies; and
  - 8.1.2.2. requesting the parent to cooperate with the school in securing regular attendance by the student.
- 8.1.3. Following the issuance of a Notice of Truancy, school officials shall meet with parents and students, as appropriate. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:
  - 8.1.3.1. providing appropriate counseling services to the student;
  - 8.1.3.2. making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student;
  - 8.1.3.3. considering alternatives proposed by the parent;
  - 8.1.3.4. providing, upon request, a list of resources available to assist the parent in resolving the student's attendance problems.
- 8.1.4. Parents may contest the Notice of Truancy in accordance with the due process procedures set forth in section 12 of this policy.

### 8.2. Truancy Prevention Class

Students and their parents who are issued a Notice of Truancy must attend and complete a one-time truancy prevention class, which carries a fee of thirty dollars (\$30.00). Failure or refusal by a student or parent to attend the truancy prevention class or pay the fine may result in school discipline, including, but not limited to, issuance of a Nebo Attendance Court Referral, suspension, placement in an alternative educational setting, expulsion, Board release, or other interventions. If exigent circumstances exist, as determined by the school administration, a parent may be excused from the requirement to attend the class.

### 8.3. Nebo Attendance Court Referral

- 8.3.1. A Nebo Attendance Court Referral shall be issued by the District's Truancy Specialist or school administrator to a Habitually Truant student who is in seventh grade or above and at least twelve (12) years old referring the student to Nebo Attendance Court. A Nebo Attendance Court Referral is issued when:

- 8.3.1.1.** the student has been truant fifteen (15) times during the current school year;
  - 8.3.1.2.** the school has made reasonable efforts under [UTAH CODE ANN. § 53G-6-206](#) to resolve the student’s attendance problems; AND
  - 8.3.1.3.** the efforts to resolve the student’s attendance problems have not been successful.
- 8.3.2.** The District Truancy Specialist may, in consultation with a student’s school administrator, issue a Nebo Attendance Court Referral to a student who has been truant fewer than fifteen (15) times during the current school year but not before the student has been issued a Notice of Truancy and been referred to the Truancy Prevention Class.
- 8.3.3.** A student who is issued a Nebo Attendance Court Referral must comply with all terms, conditions, and directives imposed by the Nebo Attendance Court. The student must pay a fee to the school finance office in the amount of fifty dollars (\$50.00), which may be refunded by successful completion of all Nebo Attendance Court directives and consistent attendance as described in paragraphs 8.3.3.1 through 8.3.3.3.
- 8.3.3.1.** The school finance office will refund one-half (1/2) the fine when the student has attended forty-five (45) consecutive school days without an unexcused absence or tardy.
  - 8.3.3.2.** The school finance office will refund the remaining balance of the fee when the student attends another forty-five (45) consecutive school days without an unexcused absence or tardy.
  - 8.3.3.3.** It is the responsibility of the parent or student to provide verification of attendance to the Nebo Attendance Court.

**8.4. Restorative Intervention Team**

- 8.4.1.** The District has created a Restorative Intervention Team (RIT). The RIT shall include the Student Services Coordinator, a District attendance specialist, and the student’s school administrator. The RIT may include a District social worker, an administrator from Landmark High School, a representative of Wasatch Behavioral Health, a representative of the Department of Workforce Services’ Workforce Innovation and Opportunity Act (WIOA) Youth Program, or other individuals as invited.
- 8.4.2.** A student who is issued a Nebo Attendance Court Referral and who does not fully comply with all terms, conditions, and directives imposed by the NAC shall appear before the RIT for placement in an alternate setting or program. The RIT shall consider the student’s history, the reasons for the student’s truant behavior, and any other relevant factors in determining an alternate setting.
- 8.4.3.** A student placed in an alternate setting by the RIT may not be re-enrolled in the student’s boundary school except upon decision by the RIT.

**8.5. Juvenile Justice Services Referral**

The District Truancy Specialist shall refer a student for prevention and early intervention youth services by the Division of Juvenile Justice Services, as described in [UTAH CODE ANN. § 62A-7-104](#), if the student is a habitual truant, as defined above, and refuses to participate in the alternate setting determined by the Restorative Intervention Team as described in subsection 8.4.

**8.6. Law Enforcement and Court Referral**

- 8.6.1.** The District Truancy Specialist may refer a student who is in grade 7 or above to a law enforcement officer or agency if the student fails to participate in prevention and early intervention youth services as described in subsection 8.5.
- 8.6.2.** If a student is referred to a court or a law enforcement officer or agency, the District Truancy Specialist shall continue to engage with the student and the student's family through the court process.
- 8.6.3.** The District Truancy Specialist shall include the following in the referral to court or law enforcement:
  - 8.6.3.1.** Attendance records for the student;
  - 8.6.3.2.** A report of the evidence-based alternative interventions used by the District before the referral, such as the Truancy Prevention Class, Nebo Attendance Court, and any action taken by the Restorative Intervention Team, including the outcomes of each intervention;
  - 8.6.3.3.** The name and contact information of the District Truancy Specialist;
  - 8.6.3.4.** A report from the Division of Juvenile Justice Services that demonstrates the student's failure to complete or participate in prevention and early intervention youth services; and
  - 8.6.3.5.** Any other information that the District Truancy Specialist considers relevant.

## **9. PARENT RESPONSIBILITIES**

- 9.1.** Parents shall cooperate with school authorities to resolve attendance problems. Parent efforts include the following:
  - 9.1.1.** Parents must ensure that their student attends school as required by Utah law.
  - 9.1.2.** Parents are required to timely notify the school when the student is absent for an excusable reason as set forth in this policy. It is recommended that a student who knows that he/she is going to be absent for two (2) or more days contact teachers before leaving regarding academic assignments that need to be completed.
  - 9.1.3.** Parents are encouraged to communicate and/or meet with teachers and other school authorities in order to find solutions to attendance problems.
  - 9.1.4.** Parents are also encouraged to monitor their own student's attendance by accessing the SIS.
  - 9.1.5.** When applicable and necessary, parents may be referred to the Utah County Attorney's Office for a Compulsory Education Violation.

## **10. LOCAL SCHOOL ATTENDANCE AND TARDY POLICIES AND PROCEDURES**

- 10.1.** Each school may establish its own policy or set of rules to provide rewards and consequences related to attendance and tardiness. Local policies and rules must be consistent with and may not conflict with this or any other District policy. Reward programs must accommodate all students who qualify. Local school attendance and tardy policies and procedures must be approved in writing by the applicable Director of Secondary or Elementary Education. School attendance and tardy policies and procedures must be consistent with Utah law, Utah State Board of Education rules, and Nebo School District policies. Written information concerning approved school attendance and tardy policies and procedures shall be provided annually to the students and parents by the school administration.



**10.2. Academic Grades**

**10.2.1.** Academic grades may be impacted by attendance in participation-based classes, such as band, choir, orchestra, dance, physical education, etc. Certain academic-based classes may also be structured and taught in such a manner so that the academic grade may be impacted by attendance, consistent with paragraph 10.2.2.

**10.2.2.** Before academic grades can be affected by attendance, a teacher must demonstrate a reasonable and justifiable relationship between attendance and the impact on the academic grade and obtain written approval from the school principal. Upon receiving written approval, the teacher shall then provide written disclosure to students and parents that participation, attendance, and punctuality will be considered a factor in assessing the student’s grade. The specific percentage of the grade attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student’s grade as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document.

**10.3. Activity Eligibility**

Students become ineligible to participate in any school activities requiring eligibility on the day following the issuance of a Notice of Truancy or Notice of Compulsory Education Violation. Eligibility may be restored through completing an approved detention program.

**10.4. Detention**

**10.4.1.** Detention is a supervised study hall. Students must provide their own materials. Participating in a Detention program does not eliminate a student’s unexcused absence or tardy, nor does it remove the absence from the student’s education record. Participating in Detention may allow the student to obtain or restore certain school privileges as described in paragraph 10.4.2.

**10.4.2.** As part of a local school’s attendance and tardy policies and procedures, schools may implement a Detention program. A Detention program may be used in conjunction with a rewards program to restore activity participation eligibility.

**10.5. Partial Day Absences**

**10.5.1.** Because Utah law defines “truancy” as an absence of at least half the school day without a valid excuse, unexcused absences of less than half the school day are not addressed by the responses outlined in sections 7 and 8. For example, a student who repeatedly misses a single period but attends the rest of the day will not receive a Notice of Compulsory Education Violation or a Notice of Truancy.

**10.5.2.** Local school attendance policies must include procedures for addressing unexcused absences of single class periods or other portions of the day that are less than half the school day. Local procedures must be consistent with this policy.

**11. LEARNER VALIDATED ENROLLMENT MEASUREMENT**

**11.1.** A learner validated program is a District program that consists of eligible, enrolled students who receive instruction through an online learning program, a blended learning program, or a competency based learning program. Utah law requires the District to document the continuing enrollment status for individual students enrolled in a learner validated program.

**11.2.** Students enrolled in a learner validated program must log in to the course’s learning management system or otherwise make contact with the instructor at least once every ten (10) school days until the course is completed. A student who fails to do so will be withdrawn from the course.

- 11.3. School or District staff will regularly track student log ins and other evidence of student engagement and provide support to students and parents. Additional procedures and requirements for student enrollment measurements in learner validated programs may be adopted through administrative directive.

## 12. DUE PROCESS

- 12.1. A parent may, within ten (10) school days, appeal an unexcused absence, a Notice of Compulsory Education Violation, or a Notice of Truancy. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In the event of an appeal, the parent is entitled to the following:
- 12.1.1. Within ten (10) school days from the date of the appeal, the parent, student (when appropriate), teacher (if necessary), and a school administrator shall meet in an effort to resolve the matter.
- 12.1.2. In the event the matter is not resolved at the meeting with the school administrator, the parent may request the matter to be reviewed by a school multi-disciplinary team. The school administrator shall meet with the school multi-disciplinary team who will render a decision on the matter.
- 12.1.3. In the event the matter is not resolved with the multi-disciplinary team, the parent may request a meeting with the Director of Secondary Education. The decision of the Director of Secondary Education is final.
- 12.2. For matters concerning suspensions, expulsions, or Board releases, parents are entitled to the appropriate due process procedures set forth in [Nebo School District Policy JD, Student Conduct and Discipline](#).

## 13. UNENROLLMENT AFTER TEN CONSECUTIVE TRUANCIES

- 13.1. Under [UTAH ADMIN. CODE R277-419-7](#), the District may not keep a student enrolled if the student has unexcused absences during all of ten (10) consecutive school days. This provision is often referred to as the “10-day drop rule.”
- 13.2. If a student accumulates ten (10) consecutive unexcused absences and neither the student nor the parent has made contact with or responded to contact from school officials to provide a reason for the absences, the school administrator or designee shall withdraw the student from enrollment in the District, subject to the following:
- 13.2.1. As described in paragraph 4.1, a school administrator or designee may excuse an absence for a reason listed in subsection 2.3. At the administrator’s discretion, the absence may be excused regardless of whether the parent initiated contact with the school or requested that the absence be excused, so long as the administrator has reason to believe the absence is excusable under paragraph 4.1.
- 13.2.2. Before unenrolling a student under this section, a school administrator or designee shall make a good faith effort to contact the parent to determine the reason for the absences.
- 13.2.3. A student receiving special education or related services under [Nebo School District Policy JS, Special Education](#), may not be unenrolled without approval of the Director of Special Education.
- 13.2.4. When a student is withdrawn from enrollment under this section, the school shall notify the parent via letter or email at the last known address that the student’s enrollment has been withdrawn. The letter should notify the parent of the dates of the student’s absences and the school’s previous attempts at contacting the parent, and it should also inform the parent that the school is required by law to withdraw the student’s

enrollment. The school shall send a copy of the letter or email to the District Truancy Specialist.

**EXHIBITS**

Attendance Flowchart Grades 1-6  
Attendance Flowchart Grades 7-12

**REFERENCES**

[The Individuals with Disabilities Education Act \(IDEA\), 20 U.S.C. 1400, et seq.](#)  
[Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794](#)  
[UTAH CODE ANN. § 53G-6-201, et seq.](#)  
[UTAH CODE ANN. § 53G-6-801, et seq.](#)  
[UTAH CODE ANN. § 62A-7-104](#)  
[UTAH ADMIN. CODE R277-419](#)  
[UTAH ADMIN. CODE R277-607](#)  
[Nebo School District Policy JD, Student Conduct and Discipline](#)  
[Nebo School District Policy JDK, Homeschool and Other Compulsory Education Exemptions](#)  
[Nebo School District Policy JS, Special Education](#)  
 Nebo School District Administrative Directive 6.9, *Learner Validated Enrollment*  
 Nebo School District Attendance Concern Letter  
 Nebo School District Notice of Compulsory Education Violation  
 Nebo School District Notice of Truancy

**FORMS**

None

**HISTORY**

**Revised: 11 November 2020** – Consolidated former policy JDI, *Elementary Attendance*, and JDH, *Secondary Attendance*, into single policy, JDH, *Student Attendance*; updated consistent with revisions to state law including HB14 (2020), HB384 (2020), HB28 (2019), SB125 (2018), and R277-607.

**Revised 12 July 2017** – updated consistent with HB239 (2017); revised purpose and philosophy consistent with current notice practices; removed reference to habitual truant citation per HB239; created Nebo Attendance Court Referral; removed juvenile court referral for habitual truant citation; created restorative intervention team and process for alternate setting; removed Nebo attendance court referral exclusion of students 16 years old with 3.5 GPA; made technical changes.

**Revised 13 July 2016** – modified definitions of detention, excused absence, habitual truant, habitual truant citation, and Nebo attendance court; revised procedures for excusing an absence; clarified process for issuing and responding to notice of truancy and habitual truant citation; made technical changes.

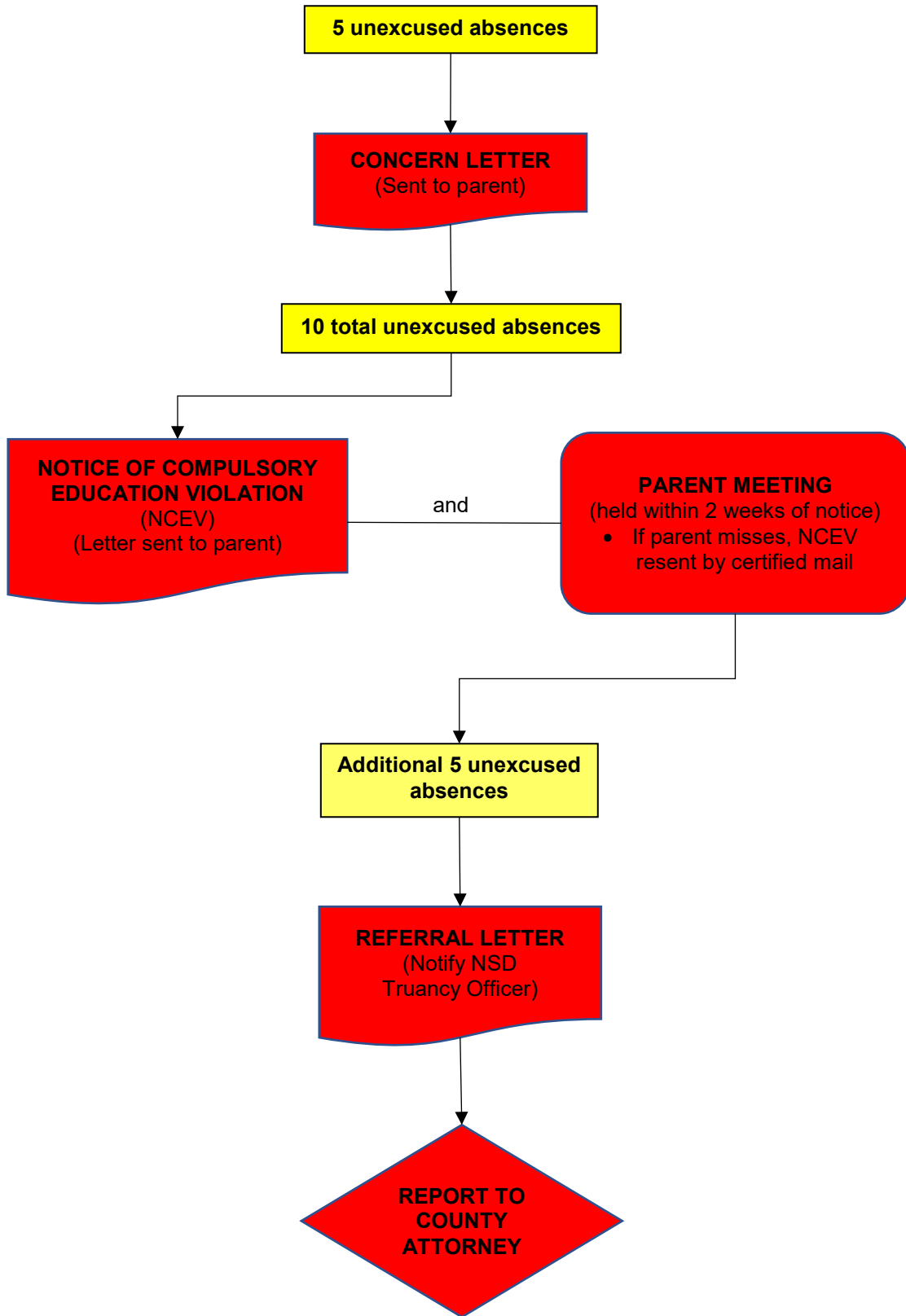
**Revised 13 August 2014** – added definition of “reasonably accommodate” and requirement to accommodate written parent requests to excuse an absence for family event or doctor visit without requiring a note per SB122 (2014); added exception to habitual truant citation for students 16 years old with 3.5 GPA per HB399 (2014); added continuing enrollment measure for nontraditional programs per R277-419; made technical changes.

**Revised 12 August 2009** – revised definition of tardy; revised procedures for extended absences.

**Revised 9 July 2008** – renumbered from JED; reformatted to District’s new policy template; made technical changes.

**Revised or Adopted 13 September 2000.**

**NEBO SCHOOL DISTRICT  
Attendance Flowchart  
Grades 1-6**



**NEBO SCHOOL DISTRICT  
Attendance Flowchart  
Grades 7-12**

