**![C:\Users\tleblanc\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\K807UD4I\MC900290705[1].wmf]()LUKEVILLE ATTENDANCE NEWS**

**Here are a few key points to remember about attendance:**

PROCEDURES:

* 3 unexcused absences/tardies = parish notification letter and school conference letter
* 5 unexcused absences/tardies = parish notification letter
* 10 unexcused absences/tardies = parish notification letter, risk of failure for the year, and referral to the Supervisor of Child Welfare & Attendance for truancy charges to be filed against the parent.

EXPLANATIONS:

* Absences = when a student is not at school all day
* Tardies = when a student arrives late OR leaves early

Lukeville’s school day is 7:30 – 2:35

* Unexcused absences/tardies = not having a parent note, medical excuse, or administration approval of extenuating circumstances.
* Sending a parent note excuses non-consecutive absences/tardies.
* 3 consecutive days absent = must have a doctor/medical excuse
* 11 or more unexcused days absence for the year, results in failure for the year.
* All excuses need to be turned in within (3) days after the student’s absence. If not, the days will be counted as unexcused.

If you have any questions or concerns, please email Mr. Maranto at jason.maranto@wbrschools.net or call 225-749-8386.