ATTENDANCE/COMPLETION CERTIFICATE REQUIREMENTS

Certificates of Completion will be issued at the end of the senior year to all students who have passed all their vocational and academic instruction and satisfied attendance requirements as provided by the Board of Education of the School District.

The school year is made up of two (2) semesters. Each semester contains eighteen (18) weeks and the grades at the end semester are final.

Students who have more than six (6) days' absence per semester will not receive a Certificate of Completion unless each day beyond the six (6) days is documented by a doctor's note. Doctor's notes must be turned in to the Attendance Office within three (3) days of the absence. Court appearance must be verified by an official court document within three (3) days of the court appearance.

Good attendance is vital to student success at school. It is one of the most important factors affecting job placement and successful education and employment. We want the best for students and have high expectations of them. Therefore, according to our attendance policy, students are expected to be here every day from 8:05 a.m. to 2:05 p.m. and to be on time.

Fifty (50) minutes to three (3) hours' absence will be considered a 1/2 day's absence. Three (3) to six (6) hours' absence will be considered one (1) day's absence.

Vacation must be applied for one the Vacation Request form available in the Attendance Office five (5) days prior to the absence and may not exceed five (5) days per year.

Arrival between 8:05 and 9:00 a.m. will be considered tardy. Three (3) tardies will be considered 1/2 day's absence.

Leaving school between 1:20 p.m. and 2:05 p.m. will be considered early dismissal. Three (3) early dismissals will be considered 1/2 day's absence. An early dismissal PRIOR to 1:20 p.m. will be counted as 1/2 day's absence.

Please call school as often as you like to check on your son's/daughter's attendance.

_____ _____

Signature of Parent or Guardian Date

_____ _____

Student's Signature Date

9 10 11 12

_____ Circle One

Program