



## PROCEDURE

### Student Absence Notification

#### INS-P017

Procedures are continually revised and improved. For the most recent version, please visit <http://www.salemkeizer.org/qam/qam-documents>

#### 1.0 SCOPE:

- 1.1 This procedure describes the process used by district schools to notify parents/guardians when their child has an unplanned absence.

#### 2.0 DEFINITIONS:

- 2.1 Person in Parental Relationship: A person other than the parent who is in a parental relationship with the student (i.e., foster parent or legal guardian).
- 2.2 School Day: The elementary school day typically occurs between the hours of 8:30 a.m. and 4:00 p.m. The middle and high school day typically occurs between the hours of 7:30 a.m. and 3:00 p.m.
- 2.3 School: A District educational program or structure serving any K-12 student population.
- 2.4 ORS: Oregon Revised Statutes.

#### 3.0 PROCEDURE:

- 3.1 The school administrator (or designee) shall maintain accurate attendance records for each student.
  - 3.1.1 In grades K-5, attendance will be taken at the beginning of the school day.
  - 3.1.2 All classes in grades 6-12 will take attendance at the beginning of every period.
- 3.2 Parents/guardians must contact the school office in writing, by phone or by e-mail when a child will be absent from school. Contacting the teacher is not sufficient.
- 3.3 The school administrator (or designee) shall notify the parent or other person in parental relationship to a child either in person or directly by telephone by the end of the school day on any day that the child has an unplanned absence.
  - 3.3.1 Notification typically occurs via the *SchoolMessenger* automated telecommunication system. Automated attendance calls will begin prior to the end of the school day.
- 3.4 Notice of the child's absence shall be provided to the attendance supervisor (school administrator or designee), who shall proceed as provided in ORS 339.055, if:
  - 3.4.1 Notification is not provided in person or directly by telephone; and
  - 3.4.2 The parent or other person in parental relationship to the child has not confirmed within three business days that the parent or person has received notification.
    - 3.4.2.1 Using data from the *SchoolMessenger Auto Report*, the school administrator (or designee) shall ensure that any "Unknown" or "Disconnect" call recipients have been contacted or have cleared the absence within three business days.
    - 3.4.2.2 The attendance supervisor (school administrator or designee) shall investigate the absence and take appropriate action.
- 3.5 Parents/guardians are expected to notify school office staff of changes to their contact information.

#### 4.0 MEASUREMENT:

