

## Attendance Policy

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- Nevada Revised Statutes (NRS) 392.040 requires students ages 7–18 to attend public school when in session.
- According to NRS 392.122, students must attend 90% of the time. Students with 5 or more unexcused absences in a 90 minute course or 10 or more for a 55-minute course may receive a W and no credit for the class.
- Chronic absenteeism is defined as 5 or more absences excused for illness by a parent/guardian (EMDs) in a quarter. If student has 5 or more EMDs, an administrator may request a conference and ask for medical documentation for future absences to be excused.

\*Good attendance is required to participate in all co-curricular & extra-curricular activities in the Carson City School District.



### **Remember:**

Call or write within three (3) days to excuse an absence.



## Common Codes

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The District has a variety of attendance codes used in Infinite Campus to reflect reasons for student absence. Here are some of the most commonly used.

- AUK – unexcused absence for an unknown reason
- CIR – circumstance absence, excused
- CT/CTL/C – confirmed truancy
- DOM – unexcused absence after 5 Circumstance excuses or chronic absenteeism
- EMD – excused for illness by parent
- EMI – excused tardy
- ISS – In-School Suspension
- MED – excused for doctor's note
- NCU – parent note/call after 3 days, absence remains unexcused
- OSS – Out of School Suspension
- SCH – school activity, excused

Any 10 of the following unexcused absences in a 90-minute course/semester may result in a W/no grade: DOM, AUK, CT, CTL, C, NCU. (It's double for AB55.)

## Quick Tips

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- Absences must be excused by a parent/guardian **within 3 days** (unless a doctor's note is provided).
- It's the student's responsibility to request and submit makeup work when absent.

## Circumstance Absences

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- 5 CIR absences are permitted each course/semester (10 CIR for AB55).
- Circumstance absences will be recoded to DOM after 5 CIR in a course/semester or if makeup work is not submitted.
- CIR absences include personal business that is outside the immediate control of the student/parent/guardian, such as pre-arranged absences, funerals, court hearings, and personal appointments.

## Truancy

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A truancy is an absence from school without parent or school permission. .On the 3rd confirmed truancy (CT), the student will be labeled a habitual truant. On the 4<sup>th</sup> CT, the student will be referred to the Student Attendance Review Board (SARB).