

A Parent's Guide to

ATTENDANCE AND ABSENCES

Jefferson County Public Schools (JCPS) policy requires parents/guardians to notify the school office each day that their child is absent and to submit a note explaining the reason for the absence when their child returns to school. Any student who has been absent and/or tardy without valid excuse for three or more days is considered a truant (KRS 159.150).

STEP-BY-STEP ABSENCE PROCEDURES

1

Contact your child's school to report every day they are absent.

2

Submit a note explaining the reason for your child's absence within three days of your child's return to school. Notes may be sent in with your child, hand-delivered, texted, emailed, or a reply may be sent through PowerSchool to your child's school attendance clerk.

3

If your child was ill, a note from a parent or doctor will excuse their absence. Schools can only accept parent notes for ten days of illness during the course of a school year. If your child has a documented chronic health condition, please notify your child's school nurse

4

If your child is sick, please click on the link or scan the QR Code below for JCPS Health Services guidelines.

[Health Services | JCPS](#)



If your child or family needs additional support or resources to help with getting your child to school daily and on time, please reach out to your child's school (e.g., the Family Resource and Youth Services Center [FRYSC] coordinator, school counselor, or mental health practitioner).

ACCEPTABLE EXCUSES

for absences and tardies:

- Student illness, including mental or behavioral health
- Death or severe illness in student's immediate family
- Religious holidays and practices
- Principal-approved Educational Enhancement Opportunities (EHOs)
- Approved Armed Forces Rest & Relaxation/ Armed Forces Day
- Other valid reasons as determined by school principal

UNACCEPTABLE EXCUSES

for absences and tardies:

- Oversleeping/Missing the alarm or needing rest due to staying up late the night before
- Vacation/Travel not previously approved with EHO
- Babysitting/Staying home to take care of or visit with family members

Failure to submit written documentation, with a valid excuse of the absence, will result in an unexcused absence. Please reference the *Student Support and Behavior Intervention Handbook* for further information on district attendance policy and procedures.

