

CES ATTENDANCE BULLETIN

Mission and Goal:

In the York County School Division, attendance is a key element in our students' success. The division strives to support the community and families to help foster each child's achievement. **It is our mission at CES to have each student not miss more than 10% of their school year.** This means students **cannot miss more than 2 days each month.**

Notes Reminder:

Written documentation is required to excuse any absence.

In your notes please make sure to have:

- Student first and last name
- The date of the absence
- A reason for the absence
- A parent/guardian name clearly written
- Grade level/ student ID are optional

You may send your notes to the Classroom Teacher, Main Office, or email directly to:

cesattendance@ycsd.york.va.us



Attendance Policy:

5 unexcused absences requires the development of a plan to improve the student's attendance

Letters are sent home when a student has accumulated **5 unexcused absences.**

The York County School Division's policy states medical or legal documentation may be required to excuse an absence if a student accrues more than **10 total absences**
Student Handbook & Code of Conduct
pgs. 1-2

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