Attendance Regulations

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. Teachers will take attendance daily. Specific concerns regarding student participation should go to the school Administration.

Under the Code of Virginia (§22.1-254) parents are required to have their school-age children “attend” and/or “participate” in an educational program (public, private, denominational, etc.)

Schools have specific requirements related to attendance
- Teachers must keep and maintain accurate daily student attendance records (§ 22.1-259)
- School boards must appoint one or more attendance officers to enforce the compulsory attendance law (§ 22.1-258)
- School-based staff must address situations where students fail to report to school without indication (§22.1-258)

*The following guidelines will be effective Monday, August 30, 2021.*

Attendance Policy

**Excused Absences**

When your child is absent, a written note sent to the teacher or email to gbeattendance@ycsd.york.va.us needs to be provided within 72 hours indicating the reason for the absence.

**Excusable Reasons include:**
Illness (includes physical, behavioral, mental, and/or substance abuse)

<table>
<thead>
<tr>
<th>Death in the family</th>
<th>Funeral</th>
<th>Legal obligations</th>
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<tr>
<td>Religious observances</td>
<td>Military obligations</td>
<td>Parent returning or going to deployment</td>
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<td>Injury</td>
<td>Medical procedure</td>
<td>Participation in civic engagement (MS and HS students)</td>
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**Attendance Notes:**

Written documentation is required to excuse any absence. In your notes or emails please make sure to include:
- Student first and last name
- The date of the absence
- A reason for the absence
- A parent/guardian name clearly written
**Make-Up Work for Excused Absences**
When a student is absent from in-person instruction, the parent/guardian should give the teacher 24-hours’ notice to have the child’s assignments prepared. At a minimum, one instructional day will be allowed for make-up work for every day of excused absence.

**Division Issued or VDH Ordered Quarantine**
Students who are unable to attend in-person instruction due to a division issued or Virginia Department of Health (VDH) ordered quarantine can be coded as present (“P”) if the student completes assignments in the school-based alternative instructional program on the days of the quarantine.

**Unexcused Absences**
Students who are absent from in-person instruction, and school officials do not receive a note from the parent/guardian documenting the reason for the absence, will be considered an unexcused absence. If a student receives three (3) unexcused absences, the student will be referred for an attendance intervention.

Parents/Guardians are responsible for providing an electronic or hardcopy note to the school within 72 hours of the absence.

**Attendance Interventions**

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<th>Three (3) unexcused absences</th>
<th>Four (4) unexcused absences</th>
<th>Five (5) unexcused absences</th>
<th>Six (6) unexcused absences</th>
<th>Seven (7) unexcused absences</th>
<th>Ten (10) unexcused absences</th>
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<tr>
<td>Parent/guardian will be contacted for clarification regarding absences</td>
<td>Administrative team will meet to review Check and Connect interventions being implemented.</td>
<td>A school-based multi-disciplinary team will hold a conference with the parent(s) or guardian(s) and student to discuss interventions and strategies currently in place and to develop an attendance improvement contract.</td>
<td>The ACI will meet face to face or via Teams with the parent notifying them that the next excused absences will result in a referral to the YCSD division attendance officer</td>
<td>Absences beyond the school based attendance improvement plan will result in meeting with the Division Attendance Officer.</td>
<td>The division attendance officer, within 10 days of the 10th unexcused absence, will refer the student to Juvenile and Domestic Court Services under a CHINsup (Child in Need of Supervision) order</td>
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**GBES Main Office:**  
757-898-0350  
gbeattendance@ycsd.york.va.us
ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...

PRESCHOOLERS
Build skills and develop good habits for showing up on time

ELEMENTARY STUDENTS
Read well by the end of third grade

MIDDLE AND HIGH SCHOOLERS
Stay on track for graduation

COLLEGE STUDENTS
Earn their degrees

WORKERS
Succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that’s 18 missed days or 2 days a month—can knock students off track.

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