

Absence notes:  
What do I  
need to do?

Unexcused  
Absences

Chronic  
Absenteeism

Attendance  
Letters

Students need to bring in a note the day they return from an absence. Parents can also email one of the office secretaries, [abelott@ycsd.york.va.us](mailto:abelott@ycsd.york.va.us), with notes.

To comply with the Code of Virginia § 22.1-254, students are expected to attend school every day and be on time unless there is illness or death in the immediate family. Doctor, dental, or personal appointments should be made on days off, half days, or after school hours when possible. Legitimate reasons for absences are: illness, death in immediate family, doctor or dental appointment (not possible to be scheduled on non-school time).

Students who miss 10 or more days of school or 10% of the school year whether the absences are excused or unexcused, are considered chronically absent. It is very important that students miss as little school as possible so that they receive consistent instruction and do not fall behind their peers.

Parents/Guardians will receive written notification from the school when a student has accumulated five unexcused and ten total absences. An accumulation of five unexcused absences will result in a referral to the school division attendance officer, and if any additional unexcused absences occur, the attendance officer and parents/guardians will be required to participate in the development of a plan to improve the student's attendance.

- 5 Unexcused Absences- An attendance letter is sent home and an attendance plan is developed
- 6 Unexcused Absences- An attendance conference will be held that includes the parent/guardian and appropriate school and division personnel
- 7 Unexcused Absences- The school division truancy team will meet and a possible court referral or additional interventions will be made