

LAKWOOD HIGH SCHOOL ATTENDANCE CONTRACT
(Official Use by Attendance Officer)

DATE OF MEETING: _____ (*mailed contract insufficient*)

Student: _____ I.D. _____

School: _____

School Designee: _____

Students are expected to attend school and all scheduled classes daily. In accordance with school board policy, state law and regulations, the administration has set the minimum attendance for earning credit in a course. The following are the maximum number of permitted absences in any course for any reason:

- Full year course 18 days
- Half year course 9 days
- Three quarter course (PE) 14 days
- One quarter course (Health or Driver Ed) 5 days

Any student who is absent from any class for more than the above stated number of days will be subject to **denial of credit** in that class and may not **graduate**. If absent from school for more than 18 days, the student will be subject to denial of credit in all courses.

All absences are counted and included in determining whether the maximum absences have been exceeded. While there is an appeal procedure for obtaining credit if the maximum absences are exceeded, the presumption will be that credit will be denied, and the burden will be on the student and parents to show that special circumstances justify a restoration of credit.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

Signature of Attendance Officer: _____ Date: _____

Signature of Principal or Designee: _____ Date: _____

By signing, school staff has tried all efforts to obtain signature of contract from the student.

Signature of School Designee: _____ Date: _____

Contract is NOT signed by student and/or parent due to the following reason:

- Student is reported as a runaway. Student is not in school due to 10 day drop policy.
- Student/parent was uncooperative and/or refused to sign or attend meeting.

SAMPLE