

**MONTGOMERY
COUNTY
INTERMEDIATE
UNIT #23**

SECTION: PUPILS
TITLE: ATTENDANCE
ADOPTED: June 26, 2019
REVISED:

204. ATTENDANCE	
<p>1. Purpose Title 22 Sec. 11.41</p>	<p>The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.</p>
<p>2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 11.41, 12.1</p>	<p>Attendance shall be required of all students enrolled in Intermediate Unit programs during the days and hours that such programs are in session, except that authorized Intermediate Unit staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.</p> <p>The Executive Director or designee shall establish attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.</p>
<p>SC 1326, 1332, 1333, 1333.1</p>	<p>The member school district shall be responsible for enforcing the compulsory attendance laws for its students.</p>
<p>3. Delegation of Responsibility</p>	<p>The Executive Director or designee shall ensure students enrolled in Intermediate Unit programs comply with state attendance laws, regulations and program requirements.</p>
<p>SC 1332</p>	<p>Intermediate Unit staff shall communicate attendance information to the school district of residence.</p>
<p>Title 22 Sec. 11.41</p>	<p>The Executive Director or designee shall ensure the annual distribution to staff, students and parent/guardians of the Board policies and program rules and regulations governing student attendance, absences and excusals.</p>
<p>SC 1332</p>	<p>The Executive Director or designee shall develop administrative regulations for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Govern the maintenance of attendance records in accordance with law. 2. Detail the process for submission of requests and excuses for student absences. 3. Detail the process for reporting student absences to member school districts.

<p>4. Guidelines</p> <p>SC 1327</p> <p>SC 1327 Title 22 Sec. 11.23, 11.28, 11.8</p> <p>SC 1327 Title 22 Sec. 11.25 SC 1329</p> <p>SC 1329 Title 22 Sec. 11.41 Title 22 Sec. 11.21</p> <p>SC 1329 Title 22 Sec. 11.26</p>	<p><u>Compulsory School Attendance Requirements</u></p> <p>Intermediate Unit staff shall coordinate with a student's school district of residence to ensure students comply with the requirements for compulsory school attendance.</p> <p>A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.</p> <p><u>Excused/Lawful Absence</u></p> <p>For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school or an Intermediate Unit program:</p> <ol style="list-style-type: none"> 1. Illness, including if a student is dismissed by designated Intermediate Unit staff during school hours for health-related reasons. 2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory. 3. Quarantine. 4. Family emergency. 5. Recovery from accident. 6. Required court attendance. 7. Death in family. 8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request. 9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. 10. Nonschool-sponsored educational tours or trips, if the following conditions are met: <ol style="list-style-type: none"> a. The parent/guardian submits a written request for excusal prior to the absence. b. The student's participation has been approved by the Executive Director or designee.
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<p>SC 1329 Title 22 Sec. 11.25</p>	<p>c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians, the Executive Director or designee.</p> <p>11. College or postsecondary institution visit, with prior approval.</p> <p>The Intermediate Unit may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.</p> <p><i>Parental Notice of Absence -</i></p> <p>Absences shall be treated as unlawful until the Intermediate Unit receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p> <p>A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.</p> <p><u>Unexcused/Unlawful Absence</u></p> <p>For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.</p>
<p>SC 1326</p>	<p>An out-of-school suspension may not be considered an unexcused absence.</p>
<p></p>	<p><i>Parental Notification -</i></p>
<p></p>	<p>Intermediate Unit staff shall provide notice to the parent/guardian upon each incident of unexcused absence.</p>
<p></p>	<p><u>Enforcement of Compulsory School Attendance Requirements</u></p>
<p>SC 1332 Title 22 Sec. 11.41</p>	<p>Proper child accounting is an important aspect of education that is mandated by law, regulations and program requirements, and shall be strictly adhered to in all programs operated by the Intermediate Unit.</p>
<p>SC 1332</p>	<p>Designated Intermediate Unit employees shall be responsible for preparing and submitting complete and accurate child accounting information for those students enrolled in their programs.</p>

References:

School Code – 24 P.S. Sec. 1326, 1327, 1329, 1330, 1332, 1333, 1333.1,
1354

State Board of Education Regulations – 22 PA Code Sec. 11.8, 11.21,
11.23, 11.25, 11.26, 11.28, 11.41, 12.1