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## Crawfordsville Community School Corporation Attendance Policy

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Undocumented absences are defined as those absences for which there is no medical or legal documentation verifying a student's absence. Examples of documentation include: doctor's note, dentist's note, mental health note, court/probation note, college visit signed form, obituary or funeral notification, or prior approval form from principal.

Excessive tardies may be calculated into undocumented absences.

Parents are required to call the school to report student absences, however a parent phoning the school is *not* considered official documentation.

### Action Steps for Undocumented Absences

Undocumented absences:	Schools	School Administration	Probation Department	Department of Child Services	Prosecutor
1-4	Attendance officer will monitor				
5 in the past 30 school days	Superintendent will send a letter to parents. A copy will be sent to Probation, DCS, and Prosecutor.	Initial interventions	Letter will be sent to parents.	Letter will be sent to parents	
10 in the past 90 school days	Attendance officer will continue to monitor	Possible Contract	Formal inquiry may be conducted	Home visit may be conducted and feedback given within 5 working days	
11 in the past 90 school days	Attendance officer will continue to monitor	Enforcement of contract			Court summons will be issued