



Hand in your excuses!

Gateway Attendance Policy

~Quick Reference~

Legal reasons for an absence

- Illness of student
- Quarantine
- Medical Excuse
- Recovery from accident/medical procedure
- Required court attendance
- Death in family
- Family educational trips (pre-approved)
- Educational tours and trips (school sponsored)

Unlawful reasons for absence or tardy

- Missed the bus
- Traffic
- Child care problems
- Work Schedule

- **If an excuse is not returned within 3 days that absence(s) becomes unlawful.**
- **If a student has 3 unlawful absences, Parents will receive a Final Notice.**
- **After the 4th unlawful absence a citation may be filed.**
- **After the 4th unlawful absence a letter may be sent requesting your attendance at a Truancy Elimination Meeting (TEP) to prevent further citations.**
- **Note: A maximum of 10 days of absences verified by parental notification may be permitted during a school year.**
- **All absences beyond 10 cumulative days require an excuse from a doctor. Absences beyond 10 days become unlawful.**

The Attendance Policy will be enforced throughout the school year