

# Boston Public Schools Excused Absence Policy

## **Students must bring in a note after each day they are absent.**

1. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian's signature
2. The note must be received within **seven** school days after the absence.
3. Excused absences may include:
  - a. An illness or injury that prevents the student from attending school. If the illness or hospitalization results in absence of five or more consecutive days, a note from a health care provider documenting the health problem or hospitalization should be attached to the parents' note. Parents are not expected to have a note from a health care provider for an illness of fewer than five days.
  - b. A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis
  - c. Suspension from school is not an absence and should be coded as a "Z" on the automated attendance reporting system. In cases of suspension, the school will provide an opportunity for the student to maintain academic standing in school by being provided a list of assignments and such other services which might enable the student to use the time out of school constructively.
  - d. Students assigned to the Counseling and Intervention Center shall be assigned work by the school of assignment and shall be marked "constructively present."
  - e. Court appearances: Students should present evidence of the requirement of the court appearance.
  - f. Medical or psychological tests during the school day: The parent must show evidence (such as a note from the health center) that the tests could not be scheduled after school.
  - g. Religious holy days: In order to accommodate the religious beliefs of students, such absences will be marked "constructively present" upon submitting a valid note signed by a parent or guardian. Please see Superintendent's Circular LGL-6 for more guidance
  - h. Visits to special education schools in some cases for students with disabilities.
  - i. Other situations: From time to time, situations over which the school, parent, and student have little or no control may cause absences (for example, transportation that does not operate during inclement weather). These absences are excusable. The principal/headmaster may determine that the students so impacted shall be marked "constructively present."
  - j. Other extraordinary situations approved by the School Site Council.

Visit [www.bostonpublicschools.org/view/circulars](http://www.bostonpublicschools.org/view/circulars) for more information on attendance policies