

Attendance Frequently Asked Questions

According to the New Jersey Statutes, Title 18A: 38-25: "Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instructional elsewhere than at school."

Q: What is regular attendance?

A: Regular attendance: "Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. Regular attendance is required on all of the days and hours that the school is in session unless an acceptable cause exists to justify the student's absence

Q: What data must be reported to the New Jersey Department of Education regarding student attendance?

A: The NJDOE requires that the iLearn Schools collect and report daily student attendance. All districts are monitored by calculating Average Daily Attendance.

Q: How does iLearn Schools define absence from school?

A: Absence from school is defined as nonattendance in regular classes and assigned locations for the entire school day or being present in instruction less than 4 hours. Absence from school is either excused or unexcused

Q: What is considered an excused absence?

A: An excused absence is a student's absence from school, with appropriate documentation where applicable, for a full day or a portion of a day

Q: What are the circumstances that are considered an excused absence?

A: The following reasons are considered an excused absence;

- a. Student's illness (Upon the student's return to school, a doctor's note is required. A doctor's note will be accepted within 5 school days of the student's return)
- b. A death or critical illness of an immediate family member in the student's household
- c. Quarantine as noted by a medical doctor

- d. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school hours.
- e. Student's required attendance in court
- f. Interviews with prospective employer or with an admissions office of an institution of higher education with documentation provided.
- g. Requirements of a student's Individual Health Care Plan;
- h. Requirements of the student's Individualized Education Program (IEP)
- i. Alternate short or long term accommodations for students with disabilities
- j. Examination for a driver's license
- k. College visits for 11th and 12th graders (maximum of 3)
- l. Excused religious observance, pursuant to N.J.S.A. 18A:36-14 through 16. A student whose absence is excused for religious holidays shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.
- m. Participating in any school-sponsored activity.
- n. Bring Your Child To Work Day

Q: How does iLearn School define unexcused absence from school?

A: Unexcused absence is a student's absence for all or part of a school day for any reason other than those listed under "Excused Absences" above, including, but not limited to, the following:

- a. Family travel
- b. Performance of household or babysitting duties
- c. Vacations
- d. Other daytime activities unrelated to the school program

Q: If my child is homesick for one or two days, will that be excused and must I get a doctor's note?

A: A doctor's note for a short term illness(max two consecutive days) is not required and will be excused, however, parents/guardians are responsible for notifying the school no later than 8:30 am on the day when a child will be absent and for informing the school of the reason for the absence. If this is not possible, in case of an absence, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence; a note signed by the student, even with the parent's permission, will not be accepted.

Notes must include; the student's name; the date(s) of absence; the specific reason for the absence, lateness, or early dismissal; the signature of the parent; and a daytime phone number where a parent can be reached to verify the note

Q: What is considered an "unexcused absence that counts toward truancy"?

A: "Unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not considered excused in the policy

Q: When is my child in danger of being retained or not able to graduate due to absences?

A: A student must be in attendance at least 90% of the school year (180 days) in order to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. Students who have missed more than 18 days, excused or unexcused, will be considered as “chronically absent”. Therefore, in order to receive credit for any course, a student’s total number of absences may not exceed 18 days for a full year course and may not exceed 9 days for a half-year course. This is not a permissive regulation establishing or licensing a limit of days that may be missed. Rather, it assumes absences will only occur due to unforeseen circumstances associated with illnesses or unexpected emergencies. A student who attends the school fewer than 90% of the days cannot receive credit for the class, unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances.