



## Compulsory Attendance Policy

Opportunities for academic success are enhanced when students are on time and in all classes daily. Tech students are allowed:

- No more than ten (10) unexcused absences per school year
- Parents/guardians must notify the school each day that the student will be absent
- Teachers will take attendance for each project. The clerk or designee will ensure attendance is taken in the data system. If not, the teacher will be informed that attendance needs to be taken.
- Students in need of early intervention and have habitual truancy will be identified through the school student information system.

### Excused Absences

Absences may be excused for the following reasons, with appropriate documentation:

- Doctor's appointment
- Death in the family
- Religious commitment
- Illness
- Family emergency
- Diagnostic testing
- School or college visit
- Sports practice or game
- Limited extenuating circumstances as approved in advance by the school's Executive Director

### Attendance Laws

Every **Student Succeeds Act (ESSA)** requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process. New Mexico law dictates that:

- Students between the ages of 5 and 18 years of age are mandated to attend public school, private school, home school or a state institution.
- Schools will provide intervention strategies that focus on keeping students in school.
- Habitual truants are reported to appropriate authorities, such as CYFD, Juvenile Probation & Parole, Truancy Court, and the State of New Mexico.
- Consequences in New Mexico law include: license revocation, fines, and loss of New Mexico Works Program monetary assistance.
- Students receiving financial assistance from the New Mexico Works Program must comply with school attendance requirements or the student's financial assistance may be removed.
- If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.
- School-related activities that take students out of school, such as explorations, service-learning and internships are not included when evaluating excessive absences.
- State law requires schools to withdraw a student after ten (10) consecutive days of absence, but only after the school has exhausted its efforts to keep the student in an educational setting through a variety of interventions.

### Early Interventions

- “Student in need of early intervention” means a student who has accumulated five unexcused absences within a school year.
- “Intervention” means the partnering with Tech and other agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy for the student.
- When a student reaches **five** unexcused absences, Tech will identify and provide appropriate early intervention strategies for students with five unexcused absences. A representative from Tech shall contact the student in need of early intervention and his or her parent(s)/guardian(s) to identify the causes for the student's five unexcused absences, identify what actions can be taken that might prevent the student's unexcused absences, identify possible school and community resources to address the causes for the student's 5 unexcused absences, and establish a plan to address the student's 5 unexcused absences. It is understood that sometimes families may need support to help their child be successful. School staff can assist with locating possible resources within the school community.

### Habitual Truancy

- Habitual truant” means a student who has accumulated the equivalent of ten or more unexcused absences within a school year.
- When a student has attained **ten** unexcused absences, they will be considered habitually truant and a written notice informing the parent/guardian will be given with a date, time and location to meet.
- Once a student is identified as a habitual truant, the school will document all attempts to notify parent/guardian that the student had unexcused absences, all attempts to meet with the parent/guardian to discuss and develop interventions, and the intervention strategies that were implemented.  
The school will use withdrawal as provided in Section 22-8-2 NMSA 1978 only after exhausting intervention efforts.