

North Trail School

Policies for Attendance Reporting and Parent Notification

If you have any questions regarding these policies please call 651-460-1800

*****PARENTS/GUARDIANS YOU MUST CALL THE STUDENT SECRETARY TO REPORT ANY ABSENCE AT 651-460-1805, PRIOR TO THE BEGINNING OF THE SCHOOL DAY*****

- 4 tardies = 1 UNEXCUSED absence
- 5 tardies = Tardy letter sent home
- 3 days UNEXCUSED absence – student is considered Truant under, Minn Stat. 260A.02, Minn Stat. 120A.22, Minn. Stat. 120A.05 . The school may notify the county. Letter may be sent home.
- 5 UNEXCUSED absences = Letter sent home.
- 5 days illness in a row or 8 days illness at sporadic times = Required Doctor note as to why they are ill may be requested by the school administrator. Note then required every time after.
- 7 UNEXCUSED absences= student is considered a Habitual Truant under, Minn Stat. 260C. The school will notify the county.
- An Unexcused Absence Waiver form (available on the district website) must be filled out prior to any absence that is not a county or school district approved absence.