

## Attendance Summary and FAQ

This document has been compiled to answer frequently asked questions regarding TSA’s Attendance Policy. If you cannot find the answer to your question here, refer to the Student Handbook located on the TSA website under the Student tab, or call the school at 419-246-8732

**To Report an Absence:**

If the student is in grade 6 – 8, please contact Amanda Jones: 419-246-8732 x 422  
(ajones@ts4arts.org)

If the student is in grade 9 – 12, please contact Regine Olsen: 419-246-8732 x 400  
(rolsen@ts4arts.org)

If there is documentation related to the absence report that needs to be sent to the school, please email them to either Ms. Jones or Ms. Pyle.

If there are items that need to be faxed, please use: 419-244-3979

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

**Q1. What types of absences can be excused and what types are unexcused?**

Please reference the chart below for the common reasons a student may be absent and information regarding those absences.

| Reason for Absence  | Excused or Unexcused? | Required documentation to be Excused | Maximum Per School Year | Note   |
|---|-----------------------|--------------------------------------|-------------------------|--|
| Personal physical illness such as to prevent attendance at school, including COVID symptoms | Excused if documented | See list below                       | Not applicable          | If a student’s symptoms warrant a test for COVID, please let the office know you are awaiting test results. It is advantageous to have a test proctored by a professional, because documenting that will result in the absence being excused even if the result was negative. If |

|   |                       |  |                      |   |
|---|-----------------------|--|----------------------|---|
|   |                       |  |                      | you are unsure, call the school nurse or the attendance line and they can walk you through the protocols.                       |
| Personal mental illness such that the student will not benefit from instruction | Excused if documented | See list below   | Not applicable       |   |
| Illness in the family if student is age fourteen or older                       | Excused if documented | See list below   | Not applicable       |   |
| Quarantine of the home  | Excused if documented | See list below   | Not applicable       |   |
| Medical, dental, or mental health appointments                                  | Excused if documented | See list below   | Not applicable       |   |
| Death in the family   | Excused if documented | See list below   | Not applicable       |   |
| Observance of religious holidays  | Excused if documented | See list below   | Not applicable       |   |
| College visitations   | Excused if documented | See list below   | Not applicable       |   |
| Court appearance  | Excused if documented | See list below   | Not applicable       |   |
| Absences not verified by a parent   | Unexcused             | Not applicable   | 6 per semester total | TSA policy states that students who have more than six (6) unexcused absences in a semester will lose credit for their classes. |
| Unapproved employment   | Unexcused             | Not applicable   | 6 per semester total | See above   |
| Oversleeping  | Unexcused             | Not applicable   | 6 per semester total | See above   |
| Missing the bus or car problems   | Unexcused             | Not applicable   | 6 per semester total | See above   |
| Family vacation   | Unexcused             | Complete Pre-Planned Absence form; note Question 6 below | 6 per semester total | See above   |

|   |           |                |                      |           |
|---|-----------|----------------|----------------------|-----------|
| Leaving the building without permission during school | Unexcused | Not applicable | 6 per semester total | See above |
|---|-----------|----------------|----------------------|-----------|

Acceptable documentation for Absences to be Excused

1. Parent or guardian phone call, signed note or email for the first two days of an illness for the year; absences after the first two (2) days require a medical note
2. A physician's or other medical authority's note (our school nurse, for example)
3. Obituary stating time of service and relationship to student
4. Court subpoena
5. College Visit Form-- (Two (2) college visitation days are permitted per year for Juniors and Seniors for a total of four (4) days. Students must complete and submit a Preplanned Absence Form)
6. Other documentation deemed sufficient by the Principal

**Q2. What are the PowerSchool Absence Codes?**

**AD** = Excused Absence Documented (does **not** count against six (6) absences per year).

Documentation includes:

- a. A physicians or other medical authority's note (our school nurse, for example)
- b. Obituary stating time of service and relationship to student
- c. Court subpoena
- d. College Visit Form
- e. Other documentation deemed sufficient by the Principal

**ADP** = Excused Absence Documented by Parent (does **not** count against six (6) unexcused absences per semester).

- a. A parent's signed note, phone call, or email for the first two (2) days of illness for the year; absences after the first two (2) days require a medical note

**AR** = Absence Recorded (**does** count against six (6) unexcused absences per semester), meaning the parent notified the office of the absence, or parent was contacted by the School and verified the absence, but did not provide documentation from a physician, etc. These absences are beyond the first two (2) days of absences per year for illness documented by a parent.

**U** = Unexcused Absence (**does** count against six (6) unexcused absences per semester) include but are not limited to:

- a. Absences not verified by a parent
- b. Unapproved employment
- c. Oversleeping
- d. Missing the bus
- e. Car trouble
- f. Individual recreation trips
- g. Leaving the building or a class during the school day without permission from the office

**ISS** = In-School Suspension (does **not** count against six (6) unexcused absences per semester)

**OSS** = Out-of-School Suspension (**does** count against six (6) unexcused absences per semester)

**FT** = Field Trip (does **not** count against six (6) unexcused absences per semester)

**Pres-OC** = Present but Out of Class (does **not** count against six (6) unexcused absences per semester)

**Q** = Documented/Required Quarantine (does **not** count against six (6) unexcused absences per semester)

**PO** – Principal’s Override (does **not** count against six (6) unexcused absences per semester)

**Q3. What if a parent calls a student off sick, then takes the student to the doctor and gets a doctor’s excuse for the absences? Will the ADPs change to ADs?**

Yes, if the doctor specifies the dates that the note covers (for example: child is out 9/12 and 9/13, goes to the doctor on 9/14 and the note is written to excuse from 9/12 – 9/15, then the ADPs will be switched to AD – absence documented). Be sure to ask the doctor’s office receptionist writing the note to include the other previous absence dates.

**Q4. What if a parent feels a student should stay home with possible COVID-19 symptoms but does not have any ADPs left for the year?**

TSA understands these decisions are tricky and we prefer for students who are ill to stay home, just in case. If a student’s symptoms warrant a test for COVID, please keep the student home and let the office know you are awaiting test results. This circumstance will be considered a Quarantine if the test was proctored (performed by a professional), even if the test result is negative. The school will email a form to fill out and the nurse may contact you, both of which can also be considered documentation. If you are unsure, call the school nurse or the attendance line and they can walk you through the protocols.

**Q5. What does it mean to “lose credit” for a class?**

For purposes of credit, undocumented absences are counted per class. If a student is absent for some classes but not all in a day, the absences in each class are considered separately. If a student is determined to have seven (7) or more undocumented absences for any class during a semester, the student will receive a 0% and F for the class, no matter what the student had earned from assignments and tests.

**Q6. If a student is going on a vacation and completes a pre-planned Absence form, does that become an excused absence?**

No, vacations are NOT excused absences. The Pre-planned Absence form allows for the days to be recognized absences and for students to be able to make up their missed assignments. These days absent will count against a student's six (6) allowed unexcused absences in the semester.

**Q7. If my student gets a stomach bug and misses three days of school but does not go to the doctor, how will that be counted?**

Each day you should call the student in as absent. The first two days will be considered ADP, Absence Documented by Parent, and will not count against the six unexcused absences per semester. The third day will be recorded as AR, Absence Recorded, and will count against the six unexcused absences per semester. If on day three you decide to take the student to the doctor and turn in a physician's note documenting the dates of the student's illness, all three of the days will convert to AD, absence documented.

**Q8. My student has symptoms of COVID but I can't get an appointment to get them tested for four days. How will this affect my student's attendance record?**

Please keep the student home if they are symptomatic. Document their absence daily by calling the absence line. Email the school nurse to let her know that you are waiting on a test result. Have a professional administer a COVID test. Relay the documentation of the results to the school nurse whether they are negative or positive. During the time that the student is waiting on results, PowerSchool will reflect a Quarantine absence code. These days do not count against the six unexcused absences per semester.

**Q9. My student had symptoms of COVID. I used an at-home test and it was negative, but they missed three days of school. How will this affect my student's attendance record?**

Results from an at home test do not qualify an absence as excused due to quarantine. Parents should document absences daily. The first two days will be considered ADP, Absence Documented by Parent, and will not count against the six unexcused absences per semester. The third day will be recorded as AR, Absence Recorded, and will count against the six unexcused absences per semester.