

P6-02-005 Absences and Excuses

During in-person learning, a written note or email is required from the parent or guardian when a student is absent or tardy. The written note should be sent to the school the day the student returns to school. Attendance codes recorded in the student information system will only be changed if written documentation is presented within two days of returning from an absence.

During virtual/online learning, a phone call or email is required within two school days from the parent or guardian when a student is unable to fulfill the requirement of meaningful interaction and/or contact as defined in R6-02-005" Absences and Excuses."

A written statement by a physician may be required by the principal when a student misses more than ten days during the school year because of illness.

Acceptable excuses for temporary absence from school include the following:

1. Illness of pupil (**including mental health and substance abuse illnesses**)
2. Serious illness in family which reasonably necessitates absence of the pupil
3. Death in family
4. Special and recognized religious holidays regularly observed by followers of particular faith
5. **Quarantine**
6. **For middle and high school students, one school day per school year to engage in a civic event**
75. Other reasons approved by the principal

Refer to Regulation [6-02-005](#) "Absences and Excuses"

Refer to Policy and Regulation [7-08-008](#) "Make-up Work (Grades K-12)"

Last Revised: June 2007

HCPS Ref.: [R6-05-001](#)

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-254