

P6-05-001 Attendance

The School Board of Henrico County Public School Division is committed to providing educational opportunities that will benefit every student while ensuring a safe, peaceful, productive learning environment.

Students are expected to arrive at school and to all classes on time every day. Students are expected to attend all assigned classes every day. Absence from class includes late arrival, early dismissal or being missing from any class. Justifiable reasons for nonattendance should be submitted to the school for each absence, late arrival or class absence. Absences from class require approval from an administrator.

Once a student arrives on school property, he may not leave without administrative permission prior to the end of the regularly scheduled school day. Students with early dismissals must sign out prior to leaving school. High school students, with written authorization from a parent or legal guardian, may sign themselves out; however, elementary/middle school students must be signed out by a parent or legal guardian who must present a picture ID card when picking up a student from any school.

Refer to Regulation [6-05-001](#), "Guidelines and Procedures for Dealing with Attendance Violations."

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

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