

Attendance Policy

Students will have access to a quarterly attendance report via the Aspen portal. This report will reflect the total number of absences (excused and unexcused) in each course for the given quarter. [For information on what qualifies for an absence, see the above section *Excused and Unexcused Absences/Tardies*.] If a student has 5 or more absences in a course in a quarter, this report will indicate that with an N, which could result in the loss of credit.

If all absences in a course are **excused**, the N is waived and no further action is required. (As a reminder, additional documentation may be required to excuse further absences if there is a pattern of absenteeism, extended medical absences, or a significant increase in absences.)

If a student has an N in one or more courses, and any of the absences are **unexcused**, students must complete an Attendance Appeal in order to avoid credit loss.

- Students should complete an appeal form, which can also be picked up at the dean's office during the final week of a quarter.
- The deadline for submitting an appeal to the Dean is 3:30 p.m. of the first school day following the end of the term. (4th Quarter for all students, the deadline will be 3:30 p.m. on a date TBD during the final week of classes)
- Appeals will be reviewed by the deans. Students will be notified of determinations by email prior to report cards being posted for the quarter. The decision of the dean committee is final.

If a student's appeal is unsuccessful, an N will appear on their report card for the quarter. The letter grade earned (A, B, C, etc.) for the quarter will be recorded in the report card comment section and used to calculate the final course grade. Ns are not assigned as final grades and do not appear on transcripts.

In a year-long course, the first N does not impact course credit. Additional quarter Ns will result in credit loss. In a semester course, the first N will result in credit loss. Students who lose credit should consult with their counselor and Dean to determine the need for credit recovery.

Students will not be allowed to change or drop classes to avoid an N. Those who do change classes for legitimate reasons will have their attendance record follow them to the similar class.

Attention Seniors: An official transcript being sent to colleges during a student's senior year will show quarter grades, including all Ns. In the case of a recorded N(s), a [letter](#) from the Principal will accompany the transcript; the letter includes an explanation of the Attendance Policy and the academic grade behind the N.