



Attendance Policy for Excused Absences

Albuquerque School of Excellence is committed (and legally obligated) to enforce the New Mexico Compulsory School Attendance Law. Attendance means students who are in classes or in a school-approved activity. If a student is in attendance up to one half the total instructional time during a school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day (6-10-8-7 NMSA 1978)

Albuquerque School of Excellence adopts/amends the following excused absence policy:

2.7.01 Excused Absences –

A parent/guardian must provide notice of an excused absence by phone or a signed written note describing one of the reasons listed below. The Principal shall in his/her sole discretion determine whether there is sufficient basis to excuse the absence. Whenever possible, notification of a student's absence should be given prior to missing school. However, when the circumstances dictate, the information concerning a student's absence should be provided as soon as possible after the missed school day. Failure to advise the school's attendance clerk in writing or by a telephone within two days of a student's absence will result in an "unexcused absence."

Absences may be excused for the following reasons with proper notification:

- Illness (including chronic illness documented on a health plan, IEP or 504 plan)
- Limited family emergencies
- Family deaths
- Medical, health or legal appointments
- Suspensions
- Religious commitments
- College visits
- Deployment of a military parent
- Limited extenuating circumstances



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Interscholastic Activities and Absences

No student shall be absent from school for school-sponsored interscholastic activities in excess of fifteen (15) days per semester, and no class shall be missed in excess of fifteen (15) times per semester.

Religious Instruction Excusal

A student may, subject to the approval of the school principal, be excused from school to participate in religious instruction for not more than one class period each school day with the written consent of the student's parents at a time period not in conflict with the academic program of the school.

Requests for excused absences lasting more than 6 consecutive days will not be granted. All absences after 6 days will be considered as unexcused absences. Request for excused absences for 6 or less consecutive days will require proper documentation/verification of the travel/religious commitment/emergency situation. For expected absences (travel or religious situations etc.) parents must provide a letter to principal with required documentation two weeks before the event. Failure to provide proper documentation will result in unexcused absences. By law if the student has 10 unexcused absences in a row the student will be withdrawn from the roster and social services will be notified.

Missed Work During Excused Absences

It is the student's responsibility to request make-up assignments upon return from excused and/or unexcused absences. Failure to request make-up assignments shall not minimize the importance of make-up assignments and their impact on the student's progress. The student shall have the opportunity to complete the work in a period of time equal to the number of days absent unless this creates an undue hardship for the student. When a student is absent, make-up work may be adjusted from the original assignment so that learning needs are met without overburdening the student, teacher, or parent/legal guardian.



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No student shall be refused permission to make up work missed during an excused absence. In general, for authorized or excused absences the student shall be afforded the opportunity to make up all work without penalty within a reasonable length of time. If a student fails to complete or make up missed work, the teacher shall enter a grade for the incomplete work as if it were the student's total submission for the grade and, for completely missed work, shall enter a zero in his/her grade book. These grades shall be included in the calculation of a student's final grade for the applicable grading period.

This policy amended and adopted on

Effective Date : 1/5/2016

Beverly Reno
GC Secretary

Dr. Osman Anderoglu
GC President