

***What happens if a student continues to be truant?***

When a student exceeds two (2) unexcused absences (truancies), the student is declared a habitual truant, and the school must report the student to the local law enforcement agency or school police to file an educational neglect complaint (Child Protective Services) for elementary students or the issuance of a truancy citation for secondary students.

***What are the consequences for being cited as a habitual truant?***

Elementary school truancy violations will be referred to Child Protective Services (CPS) for investigation. The possible consequences that may be imposed for secondary student violators are as follows: court appearance, eight-to-sixteen hours of community service at the school of attendance, a \$100 fine, and suspension of the student's driver's license/permit for 30 days-6 months or a delay of 30 days from the date a student can apply for a first-time license/permit (NRS 392.148). The consequences for a secondary school student who is issued a misdemeanor truancy citation cannot be appealed through the school.

In addition, students who exceed the limitation of absences are subject to the consequences as set forth in CCSD Regulations 5113 and 5123.

***What happens if the habitually truant student is cited again for truancy?***

Another misdemeanor citation is issued to the secondary school student. The possible consequences for subsequent citations are as follows: court appearance, assigned 10 additional hours of community service, suspension of work permit, a \$200 fine, and 60 days-1 year suspension of driving privileges (NRS 392.148). In addition, if the parent/guardian, to whom notice of the habitual truancy has been given, fails to prevent the child's subsequent truancy within that school year, the parent/guardian is guilty of a misdemeanor (NRS 392.210).

Parents/Guardians of habitually truant elementary students who do not attempt to insure their children's regular attendance at school will be referred to Child Protective Services for investigation of educational neglect or to law enforcement for possible issuance of a misdemeanor citation (NRS 432B.140).

CLARK COUNTY SCHOOL DISTRICT  
Attendance/Truancy Information



Parent's Guide  
To  
School Attendance



CLARK COUNTY SCHOOL DISTRICT  
Education Services Division  
Department of Pupil Personnel Services  
Office of Attendance Enforcement  
Ph. (702) 799-7830 ext. 5253

**Regular attendance at school is a necessity if students are to achieve to their fullest potential. Parents/Guardians are urged to work with school personnel to resolve issues that may interfere with their student's school attendance.**

***Who must attend school?***

Pursuant to Nevada Revised Statute (NRS) 392.040, students between the ages of 7 and 18 years of age must enroll and attend school for the entire time the school is in session. Students who are 6 years of age must attend school, if enrolled, for the entire time the class in which they are enrolled is in session. ALL students enrolled must follow the rules of the school district including those relating to school attendance.

***What is the procedure that should be followed after an absence?***

Students who have been absent must provide **notice from the parent/guardian to the school explaining the reason for the absence within three (3) school days after their return** from the absence. Parent/Guardian explanations should include the following information:

1. The first and last name of the student;
2. The date(s) the student was absent; and
3. The reason the student was physically or mentally unable to attend, how the absence was related to the student's disability, or the nature of the emergency.

The principal/designee will determine whether the absence is classified as excused or unexcused.

Students or parents/guardians are allowed three school days after the return from a student's absence to request homework. Schools must provide at least three school days for the assignment to be completed and submitted.

**Failure of the student to make up missed work from an excused absence will result in the absence counting toward the limitation of absences.**

***What happens if notification regarding the absence is not provided to the school within three (3) school days?***

If an acceptable explanation of the absence is not provided within three school days, the absence is unexcused and, in accordance with NRS 392.130, is deemed a truancy.

***How do parents/guardians arrange an absence?***

Parents/Guardians must submit a written request to the school **prior to** the absence(s). The maximum number of arranged absences is **10 per school year**. Forms to request an arranged absence are available at each school.

***What happens if a student is late to school or class?***

Students who are late are marked tardy. Each school is responsible for establishing a tardy policy that defines tardiness and establishes the consequences for students who are late to class. In addition, secondary students who miss more than 30 minutes of any class period are counted absent for that period only. Schools with unique schedules will establish a time limit equivalent to the traditional schools.

***What is the limitation of absences?***

The limitation of absences for elementary students is twenty (20) unexcused absences per year. The limitation of absences for secondary students is ten (10) unexcused absences per semester. The limitation for secondary students with unique schedules, such as a block schedule, is seven (7) unexcused absences per semester. Arranged absences in excess of 10 during the school year and any arranged absences for which the makeup work was not completed and submitted, as required by the teacher, count toward the limitation of absences.

***What are the consequences for exceeding the limitation of absences?***

Elementary students may be retained in the current grade. Secondary students will receive a denial of credit for any course in which the limitation of absences has been exceeded. Students in grades 9-12 who fail three or more courses may be retained and/or recommended for an alternative program. Secondary schools are required to provide written documentation to students and parents/guardians regarding options for making up deficient credits.

***Is there an appeal process to address possible retention and denial of credit?***

All schools are required to provide a written copy of the appeal process procedures to parents/guardians. If a parent/guardian believes that extenuating circumstances, issues that may have led to the excessive absence and/or mistakes in the record have been made, the parent may appeal to the principal/designee. The established final level of appeal is the appropriate Performance Zone Assistant Chief Student Achievement Officer.

***When attendance problems arise, is assistance available to students and parents?***

Each school has developed an Attendance Incentive Plan and compiled a list of resources and interventions that may be helpful to students and parents. Parents/Guardians should contact the school counselor or school administration for further information and/or to schedule an appointment.

***When is an absence considered truancy?***

When a student is absent from school without a valid excuse, did not secure prior permission for the absence or did not makeup the class work for an excused absence, the absences is unexcused. In addition, failure to provide an excuse within three (3) school days will result in an unexcused absence. In accordance with NRS 392.130, an unexcused absence is deemed truancy.