



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY**  
Humphreys West Elementary School  
“Osprey Lead the Way!”  
Unit 15007  
APO AP 96271



**TO:** HWES Parents and/or Guardians

**SUBJECT:** Student Absence Review Request and Attendance Policy

It is DoDEA policy that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college. School attendance is mandatory (DoDEA Regulation 2095.01). All students are required to attend school for 180 instructional days per school year (subject to exceptions) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.

Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused. Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher. Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team (SST) to assist students in the completion of all required work and successfully master course objectives.

**UNEXCUSED ABSENCE**

- Absence from school or a class requires written verification from a parent or sponsor.
- The parent or sponsor will be notified by the administration, or designee, each time a student is "absent unexcused" from school.
- School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents or sponsors whenever possible.
- Unexcused absences may result in disciplinary action (i.e., detention, in-school suspension, and expulsion), along with loss of credit, if the student does not comply with the intervention plan, pursuant to Reference (a),

**CONSEQUENCES REGARDING UNEXCUSED ABSENCES**

Unexcused absences may result in school disciplinary actions pursuant to Reference (a) (i.e., detention, in-school suspension, and expulsion)

**EXCESSIVE SCHOOL ABSENCE**

- After five (5) cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave.
  - If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school-year.
- If appropriate, after seven (7) cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.

After your review of DoDEA Regulation 2095.01, please provide the following information for the administration's review of your student's anticipated absence from school. **A determination of whether the absences are considered excused or unexcused will be made based on the details provided below.**

**PARENT INPUT:**

<b>Student Name</b>		<b>Sponsor Name</b>			
<b>Phone Number</b>		<b>E-mail Address</b>			
<b>Departure Date (First Day Absent)</b>	<b>Return Date (Last Day Absent)</b>		<b>Total Number of School Days Missed</b>		
<b>Teacher Name</b>		<b>Grade</b>		<b>Emergency Leave</b>	
				<b>YES</b>	<b>NO</b>
<b>Reason for Absence</b>					
Your signature below confirms your review and understanding of DoDEA Regulation 2095.01 on the front of this form.					
<b>Parent Signature</b>				<b>Date</b>	

**ADMINISTRATIVE INPUT:**

<b>Total Number of Absences for Current Semester</b>		<b>Absence Eligible for SST Review</b>	<b>YES</b>	<b>NO</b>	<b>Teacher Recommendation For SST Review</b>	<b>YES</b>	<b>NO</b>
<b>Teacher Input to Administration</b>							
<b>Teacher Input to Parents/Guardians</b>							

Thank you for your attention to the emphasis HWES places on the importance of daily attendance. We are here to serve, build, and support young minds daily. Student attendance is required for HWES faculty to meet this goal. **Based on the information provided above, your student's absence has been classified as:**

**EXCUSED**                      **UNEXCUSED**                      Administration has determined that a referral to SST  
**UNEXCUSED, WILL EXCUSE WITH A DR. NOTE**                      **WILL**                      **WILL NOT**                      be made.

If you have any questions, please contact the school at: DSN: 757-2127 or 757-2714.

Mr. Edgar Romero, Principal  
 Dr. Judith Sullivan, Assistant Principal  
 Humphreys West Elementary School