

CHECK OUT OF SCHOOL PRIOR TO THE END OF THE SCHOOL YEAR

It is the responsibility of the parent, guardian, or legal custodian to make sure a student who is enrolled in the Waterloo Community Schools attend school as required by the laws of Iowa and follow the District's policies and regulations for attendance. Students must attend at least one hundred forty-eight days, to be met by attendance for at least thirty-seven days each school quarter (Iowa Code section 280.3).

Vacation days are considered an unexcused absence, according to state guidelines. Parent(s)/guardian(s) must contact the building principal when vacations are being considered during school days, including the end of the school year which may be extended. (example- snow make up days).

A case by case review will be done of the student's attendance and academic progress if a request is made for student to leave school prior to the end of the school year for pre-arranged travel plans out of the state or out of the country.

- *If a student is going on a vacation at the end of the school year and no legitimate reason is given, the student's final grade will be calculated based on the completed course work at the time they leave. This could result in a lower grade.*
- *If the student must leave school prior to the end of the school year with a legitimate reason, the student will receive an incomplete on their transcript and must make arrangements to take their final exams upon their return to school.*

The decision to allow students to leave prior to the end of the school year is the responsibility of the principal of the building with notice being given to the Executive Director of Student & At-Risk Services and/or Executive Director of K-12 Curriculum and Instruction. The decision must be based on a legitimate reason and should be done on a case by case basis. In making this decision the principal will review policy 509.0-R in regards to student attendance.

Student Name: _____ Grade: _____

School: _____ Direct taught/PBDA: _____

Dates of Travel: _____ Proof of Travel Provided

Reason for Travel: _____

Review of Academic Progress
Administrative Comments _____

Review of Attendance
Administrative Comments _____

Student's Final Grade Calculated on Work Completed Student Final Grade = Incomplete

Parent/Guardian acknowledgement of Administrative comments and subsequent consequences which may include SARB Review, County Attorney intervention, and/or academic retention.

Parent/Guardian Signature _____

Date _____

Adopted: 6/9/14

Reviewed: 6/9/14, 5/2/19