



# LETHBRIDGE SCHOOL DISTRICT NO. 51

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Approved: October 26, 1999  
Amended: November 14, 2006  
Amended: November 29, 2011  
Amended: November 28, 2017

## 501.1 Attendance at School

### Policy

Students shall attend school regularly and punctually as required by the School Act and as mandated under the authority of the Board.

### Regulations

1. Except in the case of independent students, parents/guardians are responsible for informing the school of their student's lates and absences.
2. Each school principal shall be responsible for establishing procedures with respect to:
  - 2.1. providing information regarding attendance requirements to students and parents/guardians;
  - 2.2. recording student attendance;
  - 2.3. determining whether an absence is excusable under the School Act;
  - 2.4. determining whether absences or lates are excessive;
  - 2.5. informing parents/guardians when absences or lates become excessive;
  - 2.6. taking action to improve attendance or punctuality; and
  - 2.7. reporting truant students to the attendance officer.
3. The Superintendent or designate shall be responsible for:
  - 3.1. approving modified attendance requirements when appropriate for individual students;
  - 3.2. excusing students for extended periods of time if it has been determined that parents/guardians have shown sufficient cause as to why the student should be excused from attending school; and
  - 3.3. appointing one or more attendance officers.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### References

Alberta School Act: 12, 13, 14, 15, 60, 61  
District Policies: 500.1 Rights and Responsibilities, 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 502.3 Suspensions and Expulsions