

# Attendance Recovery Process

## Principal Plan

(Students with attendance between 75% and 90%)



Courses with attendance below 90% but at least 75% fall under a Principal Plan



Once a student's attendance falls below 90%, it is the student's responsibility to contact their administrator in order to initiate the Principal's Plan.



Student must complete the requirements of the Principal's Plan by the end of the next semester.  
\*In order for a senior to graduate with their cohort year, all recovery must be completed prior to graduation.

## Attendance Committee Process

(Students with attendance below 75%)



When attendance falls below 75%, or if the student did not complete the Principal Plan, the student must initiate an appeal to the Attendance Review Committee within 30 school days after the last day of the course



The Attendance Committee will meet with the parent and student to review the appeal, determine if recovery is possible and, if approved, create a recovery plan.



Student must complete the requirements of the plan by the end of the next semester.  
\*In order for a senior to graduate with their cohort year, all recovery must be completed prior to graduation.

Continued absences in the same semester will continue to decrease attendance rate. It is important for the student to not accumulate any additional absences. Continued absenteeism may affect the Principal Plan or Attendance Committee decision.