

Maximum Absence Limits

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with Board Policies.

Students missing more than eighteen school days in full year courses will have credits withheld/denied for those courses. Warning Notification letters for full year courses will be sent home at the tenth absence. Final Notification letters for full year courses will be sent home at the nineteenth absence.

Students missing more than nine school days in semester year courses will have credits withheld/denied for those courses. Warning Notification letters for semester year courses will be sent home at the sixth absence. Final Notification letters for full year courses will be sent home at the tenth absence.

Credit for quarter-year courses [Driver Education, Family Life I (freshman course) and the P.E. courses paired with them] will be withheld/denied after the fourth absence. For these courses, Warning Notification letters will be sent home at the third absence. Final Notification letters will be sent home at the fifth absence for quarter-year courses.

COURSE	MAXIMUM ABSENCE LIMITS	WARNING NOTIFICATION	FINAL NOTIFICATION
Full Year	18	10	19
Three Quarters (PE Only)	13	7	14
Semester	9	6	10
Quarter	4	3	5

In addition to the Maximum Absence Limits for full year courses, students and their parents will be required to meet with the Attendance Review Committee if they exceed nine absences in a semester.

School absences that do not count toward the maximum absence limits include:

- R – Approved school activity (which is part of the curriculum or approved by the administration)
- F – Field trip
- 3 – Religious holiday

- I – Extended absence for medical reasons or documented chronic medical condition (must be verified by nurse’s note)
- 6 – Suspension
- C – College visit
- A – Administrative code (extenuating circumstances as deemed by the administration)
- B – Bereavement day

All absences, including those verified by a parent/guardian, except for those listed above will count toward the maximum absence limits. Parental verification for absences other than those listed above will clear the student from cuts/truancy but will count toward the maximum absence limits.

Days missed due to family vacations or extended holidays taken when Tenafly Public Schools are in session will count toward the maximum absence limits.

Medical and other necessary appointments should be scheduled, whenever possible, for times outside of the school day. Absences for such appointments will count toward the maximum absence limits.

NOTE: Absences are totaled on a period-by-period basis. As a result of tardiness to school, field trips and other school activities, early dismissals by signing out, etc. the number of absences could vary among periods. For example, it is possible to have five absences in Period 2 and 1 absence in Period 6. Students and parents are encouraged to keep an attendance log, including absences which may not count toward the maximum absence limits. Parents/guardians are encouraged to monitor student attendance via the Attendance section of the Parent Portal.