

I, (Student Name) _____,

Understand the following are expected behaviors concerning attendance:

1. Attend school every day on time. My session starts at _____ am/pm.
2. If for any reason I have a legitimate excuse for being absent, I will immediately bring to the school attendance office, on the next day that I attend:
 - a. A doctor's excuse, including the excused dates and phone number of the office for verification.
 - b. An excuse note written by a parent/guardian, including the dates of absence, the reason for the absence, and a parent phone number for verification.
3. Have no more than 3 unexcused absences in any month.

I, (Student Name) _____, understand that if I violate this agreement, by having three or more unexcused absences in a month, I will be responsible for the consequences of this behavior. The consequences may include, but are not limited to:

1. Revised Attendance Plan with monitoring and intervention (sign-in sheet, after-school detention, loss of break privileges, loss of academic privileges).
2. Student and/or Parent Conference with the school administrator.
3. Referral for additional services.
4. Loss of credit for class.
5. Possible grade-level retention.
6. Referral to Truancy Court.

Student Signature _____ Date: _____

Every effort will be made by the school to contact you regarding your child's attendance. The school's ability to support healthy attendance habits for your student depends heavily on your support and cooperation.

I, (Parent/Guardian Name) _____, understand that I am expected to:

1. Provide updated and accurate address and contact information.
2. Monitor my student's attendance.
3. Submit an excuse note for all unexcused absences.
4. Correspond and meet with school administration as requested or required.

I, (Parent/Guardian Name) _____, understand that if my student is found non-compliant with attendance expectations, a truancy case may be filed against me and/or my student.

Parent/Guardian Signature _____ Date _____

In the event that 4 or more unexcused absences accrue, an additional behavior agreement will be implemented by Gateway Tech that must be followed in an effort to avoid further consequences.

School Use Only

Date Received by School: _____ Campus Administrator Signature: _____