

Policy 5035

Attendance Requirements and Procedures

A. Purpose

1. The Board of Education for Box Elder School District acknowledges that regular attendance is essential for a successful learning experience. Studies indicate consistent attendance is vital for enhancing student performance (Ginsburg et al., 2014). Arriving on time is crucial for achieving high academic success, as missed classes and tardiness can lead to significant learning gaps that are challenging to overcome.

B. Compulsory Education

1. Under Utah's compulsory education law, parents/guardians of a student who is at least six (6) years of age and not more than eighteen (18) years of age shall enroll and send their school-age students to school unless an exception applies as outlined in this policy releasing minors from school attendance. **Attendance shall be in District schools or in some other district to which the student may legally be transferred, or in a regularly established private school. It is a class B misdemeanor for a parent to intentionally or without good cause fail to enroll a school-age minor in school, unless exempted as indicated below. The District shall report violations of this policy to the appropriate city, county, or district attorney.**

C. Compulsory Education – Exemptions

1. **Students who meet one or more of the following conditions to the satisfaction of the Board shall be exempt from compulsory attendance requirements and shall be given a certificate, issued by the Board, stating that the student is excused from attendance during the time specified on the certificate:**
 - a. **A child over 16 years old may receive a partial release from school to enter employment, or to attend a trade school, if the child has completed the eighth grade. Children receiving this exemption must still attend school part-time as required by the Board or home school part time as permitted in b.5 below.**
 - b. **On an annual basis, a school-age child under 18 years old may receive a full release from attending a public, regularly established private or part-time school or class if one of the following is established to the Board's satisfaction:**

- 1) The child has already completed the work required for graduation from high school.
- 2) The child is in a physical or mental condition, certified by a competent physician if required by the Board, which renders attendance inexpedient and impracticable.
- 3) Proper influences and adequate opportunities for education are provided in connection with the child's employment.
- 4) The Superintendent determines that the child, if over 16 years old, is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.
- 5) The child's parent notifies the Board of Education of the intent to home school the child except to the extent that the child is dual-enrolled in a public school. (If an affidavit or other notice of home schooling of a student has previously been provided to the Board, no further notice is required.) A child receiving a partial release to enter employment under item C.1.a above may be excused from attending required part-time school to attend home school part time.
 - a) A parent or legal guardian of a child who attends a home school is solely responsible for:
 - i. the selection of instructional materials and textbooks;
 - ii. the time, place, and method of instruction, and
 - iii. the evaluation of the home school instruction.
 - b) Upon request of a parent or legal guardian, the District shall identify the knowledge, skills, and competencies a student is recommended to achieve by grade level and subject area to assist the parent or legal guardian in achieving college and career readiness through home schooling.

[Utah Code § 53G-6-204 \(2025\)](#)

D. Definitions, Roles, and Responsibilities

1. Parent(s)/guardians(s), students, and school personnel should make decisions that lead to excellent classroom attendance:
 - a. Students should arrive on time and attend every class they are enrolled in unless they have an excused absence.
 - b. Parents/guardians are expected to ensure that their school-age child attends school as required by Utah law and to notify the school when their student is absent for a valid reason.
 - c. A parent may excuse an absence via a school-approved messaging method within a reasonable timeframe but not to exceed one week after the absence.
 - 1) Valid Excuse:
 - a) An illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
 - b) mental or behavioral health of the school-age child;
 - c) a family death;
 - d) an approved school activity;
 - e) an absence permitted by a school-age child's
 - i. Individual Education Program; or
 - ii. Section 504 Accommodation plan;
 - f) Prearranged family events
 - g) An absence permitted per [Subsection 53G-6-803\(5\)](#); or
 - h) any other excuse established as valid by the school district superintendent.
 - i) "Valid excuse" does not mean a parent's acknowledgment of an absence for a reason other than a reason described above, unless specifically permitted with the approval of the school district superintendent.

2. Teachers shall create a safe and engaging classroom that will encourage students to come to school and reach out to chronically absent students to find out in a supportive manner why they are missing school and what would help them attend more regularly.
3. The school's administrative staff shall reasonably accommodate parents and document efforts to resolve a student's truancy and chronic absenteeism problems.
4. The Board directs the Superintendent to develop procedures for managing student attendance, the requirements outlined in the State's Compulsory attendance law, and this policy to help students benefit from the District's education program. Included in the procedures will be:
 - a. Definitions - key definitions, expectations, and tracking for policy implementation. Definitions should include those listed in this policy under definitions.
 - b. General Procedures and Requirements - roles of students, parents, and employees.
 - c. Tiered Responses to Truancy and Chronic Absenteeism - outline of communication, interventions, and progressive support provided to students and parents.
 - d. School-Based Attendance Procedures - allowances for site-based attendance guidelines.
 - e. Student Membership and Enrollment - guidance in accounting for student attendance and engagement in calculating student membership; and
 - f. Appeal Process - due process for procedures for appealing district intervention and disciplinary actions.

Legal

Ginsburg, Alan, Phyllis Jordan and Hedy Chang, "Absences Add Up: How School Attendance Influences Student Success," Attendance Works, August 2014.

[Utah Administrative Rule R277-607](#)

[Utah Code § 53G-6-201 et seq.](#)

[Utah Code § 53G-6-801, et seq.](#)

[Utah Code 53G-8-211](#)

[Utah Code § 53G-9-202](#)

Policy 5035
Amended
June 11, 2025
First Reading
September 10, 2025
Second Reading
October 8, 2025

Utah Code § 53G-9-801, et seq.
Utah Administrative Rule R277-419