



SCHOOL ATTENDANCE PROCEDURES
Department of Education
State of Hawaii
October 2020

The Legal Posture

The following sections of the Hawaii Revised Statutes (HRS), quoted in relevant part, are applicable to these procedures:

§302A-1132, Attendance compulsory, exceptions. “(a) Unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.”

§302A-1134, Exclusion from school. “(c) Unless otherwise required by the Individuals with Disabilities Education Act, 20 U.S.C. 1400, et seq., no person who is twenty years of age or over on the first instructional day of the school year shall be eligible to attend a public school; provided that if a person reaches twenty years of age after the first instructional day of the school year, the person shall be eligible to attend public school for the full school year.”

§302A-1136, Enforcement, “The department shall be charged with the enforcement of sections 302A-1132 to 302A-1135....”

Pursuant to the Hawaii State Board of Education (BOE) resolution adopted June 18, 2020, “BE IT FURTHER RESOLVED that the Board decrees that public school students engaged in distance learning being delivered by the Department or a charter school shall be considered in attendance at a public school for compulsory attendance purposes, pursuant to **§302A-1132, HRS**, provided that the HIDOE issues clear directives to HIDOE schools and guidance to families and the public regarding how HIDOE schools are to determine whether a student is engaged in distance learning and in attendance....”

Student engagement, performance and attendance are independent measures. Pursuant to the BOE policy 102-12 Approved: 05/03/16 (as Board Policy 102.12), “Student attendance and General Learner Outcomes performance ratings will appear in student evaluations, but reported separately from academic grades”.

Exception from the compulsory attendance law is permitted only under specified conditions pursuant to §302A-1132, HRS, and **Chapter 8-12, Hawaii Administrative Rules**. A student with a disability may be entitled to additional protection under Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and Hawaii Administrative Rules Chapter 8-60.

Philosophical Base

In consonance with the statutory requirements relating to education, the HIDOE’s Vision is, “Hawaii’s students are educated, healthy, and joyful lifelong learners who contribute positively to our community and global society.” The DOE’s mission is “We serve our community by developing the academic achievement, character, and social-emotional well-being of our students to the fullest potential. We work with partners, families and communities to ensure that all students reach their aspirations from early learning through college, career and citizenship.” Teachers, administrators and school staff shall make every effort to work with the students and their parents or guardians to provide the appropriate educational services and support.

Definitions

As used in this document:

<p>“Absent” (traditional in-person environment) means:</p>	<p>The student is not physically present in school or in a scheduled class for more than half of the school day or class period except if the student is on an authorized school activity.</p> <p>For purposes of reporting Average Daily Attendance (AvgDA), no distinction should be made between “excused” or “unexcused” absences. <u>For purposes of AvgDA reporting, students are either present or absent.</u></p> <p>Individual schools or teachers, though, may maintain records of “excused” and “unexcused” absences for other purposes.</p> <p>An example of an “excused” absence is when the student is absent from school because of illness or other reason that the school deems valid.</p> <p>Examples of unexcused absences may include family vacation, non-HIDOE sporting events, personal business, and other reasons that the school deems unexcused.</p> <p>Excused absences, as determined by school or complex area, shall require notification from the parent or guardian indicating</p>
---	---

	<p>the date(s), student name and reason for absences which may include family court hearings; hearings involving foster children; funerals; religious holy days; medical, mental health or dental related reasons, when a verifiable note from a doctor or dentist is provided. It is up to the discretion of the school to require a physician’s note for absences of five days or more.</p>
<p>“Absent” (distance learning environment) means:</p>	<p>The student is not virtually present in a scheduled distance learning environment using their camera and/or microphone for the amount of time and/or required check-ins, and/or task completion and/or other metrics determined by school.</p> <p>For purposes of reporting AvgDA, no distinction should be made between “excused” or “unexcused” absences. <u>For purposes of AvgDA reporting, students are either present or absent.</u></p> <p>Individual schools or teachers, though, may maintain records of “excused” and “unexcused” absences for other purposes.</p> <p>An example of an “excused” absence is when the student is not virtually present in a scheduled distance learning environment because of illness or other reason the school deems valid.</p> <p>Examples of unexcused absences may include family vacation, non-HIDOE sporting events, personal business, and other reasons the school deems valid.</p> <p>Excused absences, as determined by school or complex area, <i>shall</i> require notification from the parent or guardian indicating the date(s), student name and reason for absences which may include family court hearings; hearings involving foster children; funerals; religious holy days; medical, mental health or dental related reasons when a verifiable note from a doctor or dentist is provided. It is up to the discretion of the school to require a physician’s note for absences of five days or more.</p>

<p>“Authorized School Activity” - “School Related” (traditional in-person environment) means:</p>	<p>Includes, but is not limited, to:</p> <p>On-campus activities, such as:</p> <ol style="list-style-type: none"> 1. Appointments with a counselor or administrator; 2. Treatment in the health room; 3. Assigned detention or in-school suspension; 4. College presentations or preparations; and 5. Testing. <p>Off-campus activities, such as:</p> <ol style="list-style-type: none"> 1. School-related employment, including work-study programs; 2. Community service projects approved by school administrators; 3. Student council related activities, including: <ol style="list-style-type: none"> a. State or district student councils; b. Secondary Student Conference (district or state); c. Student legislative or lobbying activities; 4. Field trips; 5. Early admission programs; 6. Student activities approved by the HIDOE such as concert performances with the Hawaii Youth Symphony; 7. Student conferences [i.e. Student Council, Career and Technical Student Organization (CTSO), Junior Reserve Officer Training Corps (JROTC), etc.]; and 8. Other activities approved by the principal or designee. <p>For student attendance purposes, students who attend these on- and off-campus activities are marked “authorized school activity;” and are <i>considered</i> present. Individual schools may have internal procedures for communicating actual student attendance.</p>
<p>“Authorized School Activity” - “School Related” (distance learning environment) means:</p>	<p>Includes, but not limited to virtual activities, such as:</p> <ol style="list-style-type: none"> 1. Appointments with a counselor or administrator; 2. Telehealth/Telepractice appointment; 3. Assigned virtual detention; 4. Virtual College presentations or preparations; 5. Testing; 6. Virtual Student conferences (i.e. Student Council, CTSO, JROTC, etc.); 7. Tutoring; and 8. Other virtual activities approved by the principal or designee.

	For student attendance purposes, students who attend these virtual activities are marked “authorized school activity;” and are <i>considered</i> present. Individual schools may have internal procedures for communicating actual student attendance.
“Crisis Removal” means:	The immediate exclusion of a student from school in an emergency, because the conduct of the student presents a clear, immediate threat to the physical safety of self or others, or the student is so extremely disruptive as to make the immediate removal of the student necessary to preserve the right of other students to pursue their education free from undue disruption. (Generally, see Hawaii Administrative Rules (HAR)§8-19-2; See also, HAR §8-60-75 (g) (2))
“Distance Learning” means:	Involves teachers and other school staff working with students from different physical locations. A learning opportunity method in which instruction, activities and support services are delivered synchronously and/or asynchronously via digital and printed materials.
“Enroll” means:	The student has met all of the HIDOE’s requirements for entrance and is formally placed on a school’s roll. Students need not enroll annually nor is re-admission required when a student transfers from the elementary to intermediate/middle school and intermediate/middle school to high school level within the HIDOE geographic area. A student needs to be enrolled in a school when transfers occur from a Charter School to a non-Charter School or from a HIDOE school outside of the student's geographic area.
“Foster Care” of a Student means:	Continuous twenty-four-hour care and supportive services provided for a child by an authorized agency or the court, including, the care, supervision, guidance, and rearing of a child by a resource family. §587A-4, HRS.
“Homeless Student” means:	(A) individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); (B) includes — (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

	<ul style="list-style-type: none"> (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii). <p>(See Mc-Kinney Vento Act)</p>
“In-Person Learning” means:	A learning opportunity method in which students are physically present on campus receiving instruction, activities and support services
“In-Flight Student” means:	One who has exited a school properly (referred to as the losing school) but whose records remain at the losing school because no other school (referred to as the receiving school) has requested the student’s records. The student is considered “in-flight,” i.e., going from one school to another and not known to be enrolled in any school in the state at the present time.
“In-School Suspension” means:	A student is temporarily removed from his/her school program for disciplinary purposes but remains under the direct supervision of school personnel to complete instruction work (HAR §8-19-2)
“Missing Student” means:	One who has not properly exited from a school: <ul style="list-style-type: none"> 1. Whose parent/legal guardian has not responded to inquiries from school personnel and/or who has been absent for unknown reasons or truant for more than ten (10) consecutive days; 2. Who has been absent and who has not responded to inquiries from school personnel and/or who has been determined to be no longer in the school’s boundaries; AND, 3. Who has not been reported as a “no-show.”
“No-Show” means:	The student has NOT reported to school for the first day of school and cannot be accounted for in the school’s enrollment on count day. The student is exited out to “054 No-show.”

<p>“Present” (traditional in-person environment) means:</p>	<p>The student is physically present in school <u>for at least half of the school day</u> or is on an authorized school activity.</p> <p>A student is “present” in a scheduled class period when the student is physically present for at least half of that class period or is on an authorized school activity.</p> <p>Secondary students who participate in authorized school activities during any part of the day shall be marked present for that day.</p> <p>Elementary students who leave school early under the jurisdiction of their parent(s)/legal guardian(s) then return to school later that day shall be marked “present” for the day IF the amount of time the student is not present does not exceed half the school day. The student shall be marked “absent” for the day IF the amount of time the student is not present exceeds half the school day, as determined by the school.</p> <p>Students on home-hospital instruction shall be considered “present” because they are receiving school assignments and doing the class work with a tutor’s assistance. For State and Federal AvgDA reporting purposes, all schools will report students as present as long as they are receiving home-hospital instruction. Home hospital instruction guidance is currently being reviewed and updated guidance is forthcoming.</p> <p>Students enrolled in the following programs shall be marked “present” at home school, unless notified otherwise by the program/facility:</p> <ul style="list-style-type: none"> ● HIDOE Alternative Learning Programs Supports and Services (ALPSS), which include alternative learning opportunities (ALOs) and empowerment opportunities (EOs); ● Intensive learning centers (ILCs); and ● HIDOE alternative education programs.
<p>“Present” (distance learning environment) means:</p>	<p>The student is virtually present in a scheduled distance learning environment for the amount of time, required check-ins, task completion or other metrics determined by school or is on an authorized school activity.</p> <p>Secondary students who participate in authorized school activities during any part of the day shall be marked present for that day.</p>

	<p>Students on home-hospital instruction shall be considered “present” because they are receiving school assignments and doing the class work with a tutor’s assistance. For State and Federal AvgDA reporting purposes, all schools will report students as present as long as they are receiving home-hospital instruction.</p> <p>Students enrolled in the following programs shall be marked “present” at home school, unless notified otherwise by the program/facility:</p> <ul style="list-style-type: none"> ● HIDEO ALPSS, which include ALOs and EOs; ● ILCs; and ● HIDEO alternative education programs.
“Registered” means:	The student is fully enrolled and the school is able to take attendance.
“School of Origin” means:	The school in which a student is enrolled at the time of placement in foster care or at the onset of homelessness.
“School Day” or “Instructional Day” means:	A day when students receive instruction and attendance is taken.
“Suspension” means:	Exclusion from school for a specific period during a school year. (HAR §8-19-2)
“Tardy” (traditional in-person environment) means:	A student arrives at school after school has started, or a student arrives at class after class has started, or both.
“Tardy” (distance learning environment) means:	A student arrives late to the distance learning environment after the start time set forth by the school or a student arrives late to a virtual classroom environment after it has started, or both.
“Truant” (traditional in-person environment) means:	The student is absent from class(es) or the school campus without authorization from the principal or designee. (See HAR §8-19-2)
“Truant” (distance learning environment) means:	The student is absent from the distance learning environment or the virtual classroom environment without authorization from the principal or designee.

It is critical that schools utilize a system to measure and track student attendance accurately and consistently. To promote flexibility, while ensuring transparency and accountability when determining student attendance, the Office of Student Support Services (OSSS) developed the [Office of Student Support Services Attendance Guidance For Reopening School SY 2020-2021](#).

In a collaborative effort with the Office of Informational Technology Services, the above document also includes technical assistance and essential information regarding the electronic marking and recording of student attendance in the distance learning environment.

All principals or their designee are responsible for implementing the HIDOE's attendance procedures. On an annual basis during the first month of school, all principals or their designee shall, in writing, inform students, parents, and teachers of their school's attendance policy and procedures.

Principal or designee shall ensure that parent(s)/legal guardian(s) and students are notified of their roles and responsibilities regarding:

1. absences and the submittal of absence notes upon return to school;
2. tardies; and
3. vacations taken during school days.

Principal or designee has the responsibility and authority to investigate and take appropriate action for non-attendance.

The principal or designee shall also ensure that every staff member's role in attendance monitoring is clearly understood and disseminated.

Frequency of Reporting Attendance Data

Attendance data shall be collected and maintained on a daily basis in the school's student information system.

For the secondary schools, **period-by-period attendance record** is a requirement.

The presumption is that the majority of students will be registered on the first day of school. Students who are previously enrolled and fail to attend on the first day of school will be marked "absent" until they attend.

Kindergarten and Secondary School Orientation

Some schools have kindergarten orientation sessions in person or virtually, during which only some of the students are required to report to school. Some secondary schools may have the first day of school scheduled as an in person or virtual orientation day for only the incoming class, e.g., seventh graders or freshmen, with the rest of the students starting school on the second day. In these situations, only the students who are expected to be in attendance should be marked "present." For example, if the first day of school were only for freshmen, freshmen that do not attend on the first day would be marked "absent." Attendance for sophomores, juniors, and seniors should not reflect an absence until they are expected to report to school, e.g., the second day of school.

Waiver Days and Other Days School Is Not in Session

When school is not in session for students because of teacher work days, waiver days, or for other reasons such as inclement weather or fire, **do not** count students as “present” or “absent.” For AvgDA reporting purposes, the total number of school days will reflect the number of days students are required to attend school. For example, Aloha School has two waiver days for staff development. Therefore, their actual total days for students will be two less than the maximum number of student days for AvgDA reporting purposes.

Reports to Parent(s)/Legal Guardian(s)

Reasonable efforts shall be made by schools to notify parents or guardians of student absences and tardiness. Given the Covid-19 pandemic and widespread distance and online learning, schools shall make every effort to re-engage students by checking in as often as possible and maintaining regular communication with parent(s)/legal guardian(s) regarding school attendance. At minimum, each quarter the following data shall be reported to parent(s)/legal guardian(s):

1. Elementary Schools
 - a. Total number of days absent from school.
 - b. Total number of days tardy to school.

2. Secondary Schools
 - a. Total number of times absent from class.
 - b. Total number of times tardy to class.

All schools will notify parents or legal guardians when absences or tardies occur. Notification is required for five (5) absences from school or class. Schools will determine the number of excessive absences and tardies resulting in parent notification for absences less than the required five (5) days from school or class:

On or before each mid-quarter (when a student has acquired five [5] absences), schools shall inform parents or guardians by mail, phone or email if a student has acquired five (5) days or more of excessive absences from school or class.

Schools may have their own attendance policies which include communication protocols and frequency of communication to parent(s)/legal guardian(s) based on the uniqueness of their school community.

Student Grades and Evaluations

Grades should be commensurate with work done and progress made by students. Per Board of Education Policy 102-12 (Reporting Student Progress and Achievement), “Student attendance and General Learner Outcomes performance ratings will appear in student evaluations, but reported separately from academic grades.”

Students who miss school or classes are responsible for requesting make-up work within that quarter/term that the absence occurred. Quarter/term grades should reflect make-up work completed within that quarter/term.

Automatic Fs or 0s (zeroes) shall not be given for:

1. Assignments that students are not allowed to make up; and/or
2. Mere absence from in person or virtual class.

For a student who is truant, Fs or 0s (zeroes) may be given for work that is missed by the student as determined by principal or designee.

Providing Alternative Educational Activities for Students with Chapter 19 Violations

HAR §8-19-11 states the provisions for providing alternate educational activities and other assistance when students are found to be in violation of a Chapter 19 offense.

Regardless of whether instruction is in-person, online, or both, the HIDOE still has the responsibility to comply with the Hawaii Administrative Rules (HAR), Chapter 8-19 with respect to “no tolerance for firearms, drugs, alcohol, harassment (sexual harassment), and bullying.”

Disciplinary decisions that are made during the COVID-19 pandemic will require flexibility and a shift in thinking as the traditional disciplinary actions, such as suspension, may not be viable. Suspending a student from instruction in a distance learning environment would be challenging, as schools are responsible for providing alternative instructional activities during the student’s suspension. Schools should consider alternatives to suspension that would allow for students to remain within their distance learning environment. Some examples of alternatives to suspension are: counseling, mediation with restorative practices, loss of privilege and online detention. Removal from synchronous whole group instruction may be considered a suspension if the student is removed for at least one full school day and not provided with educational instruction.

For all students in the in-person environment who are crisis removed or suspended for one to ten school days, the principal or designee is required to provide alternate educational activities or homework activities based on the student’s needs.

For all students in the in-person environment who are crisis removed for a period exceeding ten school days, suspended for a period exceeding ten (10) school days, or dismissed for firearms violations, the complex area superintendent shall ensure that alternative educational activities or active participation in public or private alternative placement is demonstrated as appropriate.

For students who are Individuals with Disabilities Education Act (IDEA) eligible:

1. For crisis removals that exceed ten cumulative school days in a school year, school personnel in consultation with at least one of the student’s teachers, determine the extent

to which services are needed so as to enable the student to continue to participate in the general education curriculum although in another setting, and to progress in meeting the goals set out in the student's individualized education program (IEP). (HAR §8-60-75(d)(5))

2. For cumulative removals (suspensions, crisis removals, interim alternative educational setting) that exceed ten (10) cumulative school days, the student's IEP team determines appropriate services to enable the student to continue to receive educational services so as to enable the student to continue to participate in the general education curriculum although in another setting, and to progress in meeting the goals set out in the student's individualized education program (IEP). (HAR §8-60-75(d))

Attendance Status of Students Who Are Suspended

Suspensions may be challenging within the distance-learning environment. Any student who is suspended remains active on the school attendance roster and is marked "Absent-Excused" with a reason of "Suspended."

Attendance Status of Students Who Are Dismissed for Firearm Violations

Any student who is dismissed from school for one calendar year for a firearms violation pursuant to HAR §8-19-6 (b) remains active on the student attendance roster with reason of "Chapter 19." The student should not be marked "Absent" or "Tardy."

Homeless Students

The McKinney-Vento Act (MVA) for homeless children ensures that each child of a homeless individual and each homeless youth will have equal access to the same free appropriate public education as provided to other children and youth in the school. MVA ensures four basic rights for children without homes: identification, immediate enrollment, access to comparable services and outreach resources. In Hawaii, homelessness refers to a student's living situation and is defined as lack of permanent housing due to economic hardship and/or natural disaster. Dwelling types include; beach, car, park, transitional shelter, or "doubled-up" with friends or family (not by personal choice). Dwelling types that are NOT fixed, regular and adequate are eligible.

Unaccompanied youth are also covered by MVA and include students who are not in the direct care of their parent(s)/legal guardian(s) due to parental incarceration, economic hardship or abandonment. Runaways also fall into this category. All MVA eligible children are to be immediately enrolled. (HIDOE Memos and Notices, March 30, 2000 from Assistant Superintendent)

MVA prioritizes "student stability" and requires that decisions be made in the best interest of the child. Homeless students have the right to:

1. Continue attending the “school of origin” (school enrolled in at the time the student became homeless or the last school attended).
2. Enroll in the “home school” (school located in the area where the child now resides).
3. Enter in the feeder schools without a geographic exception.

Decisions regarding eligibility and enrollment are made by each school principal in collaboration with the Homeless Concerns Liaisons and the Homeless Concerns Program manager. In most cases, best practice is to consider the request of the parent. MVA eligible students may apply for a geographic exception when the parent is requesting to have the student attend a school other than the student’s school of origin or home school. Any questions or assistance with enrollment of a homeless child should be addressed to the Homeless Concerns Office, at (808) 305-9869.

Foster Care Students

Recognizing the unique needs of children in foster care, Title I section 1111 (g)(1)(E) of the Elementary and Secondary Act (ESEA) as amended by the Every Student Succeeds Act (ESSA) has outlined protections for foster children in an effort to increase educational stability and academic outcomes. As in the case of homeless students, educational stability provisions of ESSA presumes that by default, a child who enters foster care shall remain in his/her school of origin unless it is determined that remaining in the school of origin is not in the foster care student’s best interest. Decisions regarding a foster care students’ best interest educationally shall be determined by HIDOE personnel with the DHS Social Worker and/or Guardian ad Litem and/or court appointed special advocate (if applicable). Any questions or assistance with regard to educational stability for foster care students should be addressed to the Foster Care Program Office, at (808) 305-9787.

Chronic Absenteeism

§302A-1132, HRS, Attendance compulsory; Exceptions

§302A-1132 Attendance compulsory; exceptions. (a) Unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school. Attendance at a public or private school shall not be compulsory in the following cases:

- (1) Where the child is physically or mentally unable to attend school (deafness and blindness excepted), of which fact the certificate of a duly licensed physician shall be sufficient evidence;
- (2) Where the child, who has reached the fifteenth anniversary of birth, is suitably employed and has been excused from school attendance by the superintendent or the superintendent's authorized representative, or by a family court judge;

- (3) Where, upon investigation by the family court, it has been shown that for any other reason the child may properly remain away from school;
- (4) Where the child has graduated from high school;
- (5) Where the child is enrolled in an appropriate alternative educational program as approved by the superintendent or the superintendent's authorized representative in accordance with the plans and policies of the department, or notification of intent to home school has been submitted to the principal of the public school that the child would otherwise be required to attend in accordance with department rules adopted to achieve this result; or
- (6) Where:
 - (A) The child has attained the age of sixteen years;
 - (B) The principal has determined that:
 - (i) The child has engaged in behavior which is disruptive to other students, teachers, or staff; or
 - (ii) The child's non-attendance is chronic and has become a significant factor that hinders the child's learning; and
 - (C) The principal of the child's school, and the child's teacher or counselor, in consultation with the child and the child's parent, guardian, or other adult having legal responsibility for or care of the child, develops an alternative educational plan for the child. The alternative educational plan shall include a process that shall permit the child to resume school.

The principal of the child's school shall file the plan made pursuant to subparagraph (C) with the child's school record. If the adult having legal responsibility for or care of the child disagrees with the plan, then the adult shall be responsible for obtaining appropriate educational services for the child.

- (b) Any employer who employs a child who is excused from school attendance in accordance with subsection (a)(2) shall notify the child's school within three days upon termination of the child's employment.
- (c) Beginning with the 2014-2015 school year, any parent, guardian, or other person having the responsibility for, or care of, a child who will be at least five years of age on or before July 31 of the school year shall enroll the child in a public school kindergarten unless the child is enrolled at a private school or the child's attendance is otherwise exempt under this section.
- (d) *[Subsection effective July 1, 2020.]* As used in this section, "private school" means an educational institution that teaches students in any grade from kindergarten through grade twelve and that is licensed or accredited by the Hawaii Association of Independent Schools, Hawaii Council of Private Schools, Western Association of Schools and Colleges, Western Catholic Educational Association, Association of Christian Schools International, or a similarly recognized entity that meets or exceeds the standards set by the aforementioned entities.

Procedures for “No Show,” “In-Flight,” and “Missing” Students

“No-Show” Students:

On the enrollment count date, any student who has NOT reported to school and their reason is unknown for the first day of school through the enrollment count date should be exited out to “054 no-show.” Schools shall contact their Complex Area Homeless Concerns Liaison for assistance with students who are no-show and confirmed as a “run-away” with a police report number. For AvgDA purposes, these students should be marked absent from the first day of school until they are exited out to “054 no-show” on enrollment count date.

“In-Flight” Students:

Once the student has properly exited a school, the student is no longer counted in any school’s AvgDA because the student has not enrolled at any school.

The student’s records shall be retained at the last school of record until the student enrolls at a school and the receiving school requests the records or until the student's record is microfilmed. (HIDOE Memos and Notices, May 16, 2011 from Superintendent)

A student shall remain in in- flight status for up to ten (10) days after properly exiting if the student has not yet enrolled in any school. After ten (10) days, the student will be deemed a missing student and missing student guidance shall apply.

When it is determined the student's record is ready to be microfilmed, the school shall check with the Data Governance Office regarding the disposition of the records for microfilming as required by the Hawaii Revised Statutes. New guidance regarding microfilming is forthcoming.

“Missing” Students:

When a student is determined to be absent (without excuse)/truant for more than ten (10) consecutive days, the school shall initiate an investigation to locate the student.

The investigation should include documentation of the following actions:

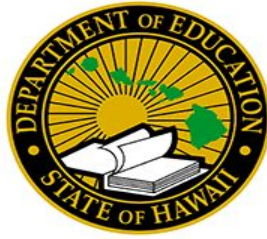
- a. Phone calls to the home on at least three (3) different days (if phone number is current and in service.)
- b. Phone calls to parent/legal guardian's place of employment.
- c. Phone calls to persons listed as emergency contacts on school records.
- d. Personal visitations (home visits) to last known address as indicated by school records.
- e. Phone calls to any known relatives/friends.
- f. Follow-up to all possible leads as suggested by neighbors, friends, classmates, and relatives.
- g. Emails to parent(s)/legal guardian(s).

- h. Phone calls to any known agency (such as DHS, Family Court, Boys and Girls Club, etc.) that may have serviced the student and family.
- i. Schools are encouraged to work collaboratively with their administrator, counselor, behavioral health specialist, school social worker, and attendance clerk to account for missing students effectively.
- j. A home visit may be necessary for the purpose of establishing working communication with parent/guardian, updating contact information, verifying enrollment, offering supportive resources.

NOTE: Please replicate and use the attached form School Attendance: Missing Student Report to document efforts to locate the missing student. File the original in the student's cumulative folder.

After the investigation has been completed and documented, school staff and School Social Worker can determine if follow-up action with Family Court, County Police, etc. is appropriate.

The "Missing Student" must continue to be included on the school's attendance roster and be counted in the school's AvgDA until such time as properly exited. Once the student has properly exited a school, the student is no longer counted in any school's AvgDA. The student's records shall be retained at the school until requested by a receiving school at a later date or until the student's record is microfilmed. More information with regard to microfilming of student records and with regard to properly exiting a missing student is forthcoming.



School Attendance Missing Student Report

School _____ District _____

Student's Name _____ Grade _____

Date of Birth ____ / ____ / ____ Student ID No. _____
Mo. Day Year

Briefly explain the attendance problem:

Please indicate dates and times contacts were attempted/completed:

Attempt	Date(s)	Response
Phone calls to home		
Letter(s) to home		
Phone calls to parent/guardian's place of business		
Emails to parent/guardian		
Phone calls to emergency contacts		
Phone calls to relatives		
Contacts with other agencies		
Other		

Recommendation for disposition:

Principal's Signature/Date

THIS PAGE INTENTIONALLY LEFT BLANK

**IMPLEMENTATION INSTRUCTIONS FOR THE
DEPARTMENT OF EDUCATION ATTENDANCE POLICY**

Elementary Schools:

All Elementary Schools **must** record Daily Attendance in the school’s student information system.

Listed below is a standard list of attendance reasons.

Description	Short Code	Present	Absent	Late	Status	Excuse
Absent – Excused	AE	0.00	1.00	0.00	Absent	Excused
Authorized School Activity	ASA	1.00	0.00	0.00	Present	Exempt
Absent - Unexcused	AU	0.00	1.00	0.00	Absent	Unexcused
Chapter 19	CH19	1.00	0.00	0.00	Absent	Exempt
Crisis Removal	CR	0.00	1.00	0.00	Absent	Excused
Home Hospital Instruction	HHI	1.00	0.00	0.00	Present	Exempt
In-School Suspension	ISS	1.00	0.00	0.00	Absent	Exempt
Modified Schedule	MS	1.00	0.00	0.00	Present	Exempt
Suspended	SUS	0.00	1.00	0.00	Absent	Excused
Tardy – Excused	TE	1.00	0.00	1.00	Tardy	Excused
Truant	TRU	0.00	1.00	0.00	Absent	Unexcused
Tardy – Unexcused	TU	1.00	0.00	1.00	Tardy	Unexcused

**IMPLEMENTATION INSTRUCTIONS FOR THE
DEPARTMENT OF EDUCATION ATTENDANCE POLICY**

Secondary Schools:

All Secondary Schools **must** record attendance **period by period** in their school’s student information system.

Listed below is a standard list of attendance reasons.

Description	Short Code	Present	Absent	Late	Status	Excuse
Absent – Excused	AE	0.00	1.00	0.00	Absent	Excused
Authorized School Activity	ASA	1.00	0.00	0.00	Present	Exempt
Absent - Unexcused	AU	0.00	1.00	0.00	Absent	Unexcused
Chapter 19	CH19	1.00	0.00	0.00	Absent	Exempt
Crisis Removal	CR	0.00	1.00	0.00	Absent	Excused
Home Hospital Instruction	HHI	1.00	0.00	0.00	Present	Exempt
In-School Suspension	ISS	1.00	0.00	0.00	Absent	Exempt
Modified Schedule	MS	1.00	0.00	0.00	Present	Exempt
Suspended	SUS	0.00	1.00	0.00	Absent	Excused
Tardy – Excused	TE	1.00	0.00	1.00	Tardy	Excused
Truant	TRU	0.00	1.00	0.00	Absent	Unexcused
Tardy – Unexcused	TU	1.00	0.00	1.00	Tardy	Unexcused