

# Standard Operating Procedure (SOP): Student Absence Reporting and Documentation Guidelines

This SOP details the **student absence reporting and documentation guidelines**, covering the procedures for notifying absences, required documentation for excused leave, communication protocols between parents, students, and school administration, and record-keeping practices. The purpose is to maintain accurate attendance records, support student accountability, and ensure compliance with school policies and regulatory requirements.

## 1. Purpose

To outline the process and requirements for reporting and documenting student absences, ensuring efficient communication and regulatory compliance.

## 2. Scope

This SOP applies to all students, parents/guardians, teachers, and administrative staff involved in student attendance management.

## 3. Definitions

Term	Definition
Excused Absence	An absence approved by the school, typically due to illness, family emergency, religious observance, or other valid reasons supported by documentation.
Unexcused Absence	An absence not approved by the school or lacking sufficient documentation.
Documentation	Written proof, such as a doctor's note or parent note, justifying a student's absence.

## 4. Procedures

### 4.1 Notifying an Absence

- Parents/guardians must notify the school of their child's absence as soon as possible, preferably before the start of the school day.
- Notifications may be made via:
  - Phone call to the attendance office
  - Email to the designated attendance address
  - Online absence reporting form (if available)
- The notification must include:
  - Student's full name and grade
  - Date(s) of absence
  - Reason for absence
  - Parent/guardian contact information

### 4.2 Documentation Requirements

- For absences of 3 days or more, or when requested by administration, documentation must be submitted (e.g., doctor's note, legal notice).
- Documentation should be provided within 3 days of the student's return to school.

### 4.3 Excused vs. Unexcused Absences

- Absences are marked excused when appropriate notification and documentation are received per school policy.
- Absences without sufficient notification or documentation will be marked unexcused and may be subject to disciplinary action.

### 4.4 Communication Protocols

- Teachers will be notified of student absences by the administration each morning.
- Parents/guardians will be contacted if student absences are unreported or if patterns of concern arise.
- Students should coordinate with teachers regarding missed assignments or assessments.

### 4.5 Record-Keeping

- All attendance records and supporting documentation will be securely maintained in the school's student information system.
- Records will be retained for at least the period required by relevant regulations and school policy.

## 5. Responsibilities

- **Parents/Guardians:** Report absences and provide necessary documentation.
- **Students:** Follow up on missed assignments and communicate proactively with teachers.
- **Teachers:** Update attendance daily, support absent students with catch-up work.
- **Administrative Staff:** Maintain records, handle parent/guardian communications, enforce attendance policy.

## 6. Compliance and Review

- Regular audits will be conducted to ensure adherence to this SOP.
- Policies and procedures will be reviewed annually and updated as necessary.

## 7. References

- School Attendance Policy Document
- Regulatory Requirements on Student Attendance

## 8. Document Control

Version	Date	Author	Approved By
1.0	2024-06-10	School Administration	Principal