Frequently Asked Questions about Attendance:

Uninterrupted attendance in school allows students to obtain maximum benefit from classroom instruction. Regardless of the reason for an absence it can affect student success. At Southeast High School our goal is to help address any barriers to regular attendance. We do understand there can be many reasons for a student to be absent and have created this information to help with understanding and communication about absences.

**How do I report my student will be absent?**

Please contact our attendance line at (402) 436-1304 option 1. When contacting the office please report the student name, ID number, and reason for absence.

**How do I get my student out of class for an appointment during the school day?**

Please contact our attendance line at (402) 436-1304 option 1 *as soon as you can* to have a pass sent to your student to report for the appointment. Please indicate in this call if the student plans to return to school and the estimated time. We realize that some passes will need to be sent on short notice but the sooner you can contact us the better we can assist in getting the pass to the student!

**Why does an absence show up as [Unexcused] when I have called to report my student is ill or gone for an appointment?**

The Parent Vue system as this time unfortunately only displays absences as [Excused] or [Unexcused] based on the legal definition of School Excused Absences. Absences listed on Parent Vue as School Excused indicate this absence would not count towards days of absence and a student is excused from classes on that date. When a parent calls to report an absence it is verified but is considered Not School Excused from school during that time.

**What is the difference between School Excused and Not School Excused absence?**

School Excused absences excuse the student from school for that day/class period and do not count towards days of absence for the student. When a parent notifies the school that the student is gone with permission from the parent this absence is *not considered truant* for the class period. These absences are considered Not School Excused absences and are counted towards days of absence for the school year but students will not be penalized for being truant when the absence has been verified by the parent.

Students will be allowed a reasonable time period to complete any missing assignments due to School Excused and Not School Excused absences.
What absences are considered School Excused?

School Excused Absences are absences due to school activities or when is it is impossible or impracticable for the student to attend school and it is out of the parent/guardian control. Below are the absence codes and descriptions that are considered School Excused Absences. These absences will show up as ![Excused](http://home.lps.org/studentservices/attendance) on Parent Vue.

School Excused absences would not count towards absence totals and would not result in a referral to the County Attorney for excessive absences.

SA – School activities (ex. Southeast Choir performance, Southeast Debate competition, Southeast football game), MD-Medically Documented Illness (ex. Strep throat verified with a doctor’s note), AD – Administrative Discretion (ex. Conference with an administrator), SE–school excused (eg. Absence due to a funeral, or student required to attend a court hearing), and AP—Alternative Placement (ex. Student placed in a facility that provides education such as the detention center).

What absences are considered Not School Excused?

Absences that count towards absence totals for the school year are below. These absences show up as ![Unexcused](http://home.lps.org/studentservices/attendance) on Parent Vue.

TR—Truancy (student absent without permission), PA –Parent Acknowledged Absence (ex. Student gone for appointment), and IL—Illness (ex. Student out due to illness but not verified by a doctor).

Not School Excused absences count towards student absence totals and could result in excessive absences and possible County Attorney Referral. Please see the attached link for additional information about this process. [Link](http://home.lps.org/studentservices/attendance-policy-and-procedures/)

How can a student absence be listed as MD – Medically documented illness?

In order to list an absence as MD we need a note from the doctor they were seen by indicating that the student should be excused on a specific day (or days) due to illness or other medical condition. You or your student may drop this note off at the attendance window at your convenience. If it is easier for you to have the doctor fax the note directly please have them fax it to (402) 436-1357 Attention: Jesi DeWitt.

I provided a doctor's note, why are the absences still showing up as ![Unexcused](http://home.lps.org/studentservices/attendance)?

One factor may be that the note provided indicated it was for an appointment. While this provides context and documentation when students attend appointments these absences are coded as Parent Acknowledged and are considered Not School Excused. If the absence was not for an appointment and you have questions please feel free to contact us at (402) 436-1304 option 1 and we will work together to track down the records and make any corrections necessary.
What is the difference between a truancy and a tardy?

Truancy means a student was absent for the entire class period without permission from the parent/guardian or school. Tardy means that a student was late to class without permission from the parent/guardian or school.

How can I tell if my student was marked truant for a class period?

We know it is difficult when all of the Not School Excused absences are categorized. If a student is marked truant for a class period you will receive a call at 7:00 pm (or an email if you choose) to notify you about this absence. If you have questions please feel free to call (402) 436-1304 option 1 or encourage your student to stop by to check the record in the attendance office.

What are my next steps if I believe my student has an error on their attendance report?

You will receive a call from our school messenger system after 7:00 pm (and email if you select this option) if your student has been marked truant for one or more class periods. If you believe they were in class please encourage the student to log on to Student Vue and identify which class period they had been marked absent for. If they could please talk with the classroom teacher the next day, the classroom teacher will email the office to make a correction. If the student needs any assistance please ask them to stop by the attendance window.

If you believe there are any other types of errors please contact us at (402) 436-1304 option 1. We are happy to assist!

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### Synergy ParentVUE

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