



Provo High School Excusing Absences

Purpose	When your student is sick, has a doctor's appointment, has a family trip, etc., it is very important that you contact the school to excuse the absence.
Policy Overview	Email: phsattendance@provo.edu or call (801) 373-6550 . If the attendance secretary does not answer your call, it is because she is busy. Please leave your message. Please allow 24 hours for the excused absence to show in PowerSchool. The message must include the following information
Attendance Expectations	<ul style="list-style-type: none">• Daily Attendance: Students are expected to attend all scheduled classes every day.• Punctuality: Students should arrive on time to each class. Arriving late disrupts the learning environment and will be addressed according to the PBIS framework.• Excused Absences: Valid reasons for excused absences include illness, medical appointments, family emergencies, and other reasons approved by the school administration. Chronic absences will trigger interventions.• Unexcused Absences: Absences without a valid reason will be considered unexcused. Chronic absences will trigger interventions.• Chronic Absences: Chronic Absences = missing 10% of school.
Interventions and Supports	<ul style="list-style-type: none">• Tier 1: Universal interventions include clear communication of expectations, consistent routines, and a positive classroom environment.• Tier 2: Targeted interventions for students with occasional attendance, engagement, or assignment issues may include small group sessions, mentoring, and additional academic support.• Tier 3: Intensive interventions for students with chronic issues may involve individualized support plans, counseling, administrative support, and collaboration with families and external agencies.