# Attendance Contract

This contract is being put in place because [Student Name] has shown difficulty in maintaining a consistent attendance record.

The student agrees to focus on improving the following:

1. Attending class every day. In the case of a legitimate absence, such as an illness, the student will bring a note from the doctor’s office or from a parent/guardian on the next day of attendance.
2. All missed work due to absences will be remediated within two days.

Violation of the terms presented above will indicate an unexcused absence. Should the student have more than five (5) unexcused absences during the school year, all credits in the missed classes will be lost. This may result in the need to repeat one or more classes.

Regular attendance is necessary in order for a student to maintain a passing grade and remain on track for graduation. The attendance policy is clearly outlined in the student handbook, and any concerns about that policy should be directed to a school administrator.

Repeated violations of this contract may lead to expulsion of the student at the discretion of the school administration.

By signing below, the student indicates that they accept responsibility for all consequences of repeated unexcused absences. Should the student have any difficulty in maintaining a good attendance record, a counselor may be provided to help determine solutions. The student is encouraged to discuss with a counselor, parent, or school administrator, any issues causing these absences.

The Student hereby agrees to abide by the terms of this Attendance Contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Student: |  | Date: |  |
| Parent/Guardian: |  | Date: |  |
| Counselor/Administrator: |  | Date: |  |

**Copyright information - Please read**

© This [**Free Microsoft Office Template**](http://www.hloom.com/more/) is the copyright of Hloom.com. You can download and modify this template for your own personal use. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before customizing the template.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/>. For any questions relating to the use of this template please email us - info@hloom.com