**Attendance & Absences**

Attendance at CPAVTS is considered “mandatory” even if a student’s sending high school is not in session.

Sending high schools typically will provide transportation to CPAVTS on days when they are not in session. If transportation from the student’s home to the high school is not provided by the school district, the absence from CPAVTS is excused **only** if a written note from the parent stating that transportation was not available is submitted to the Principal’s Office.

**Excused Absences**

Students will be considered Excused from regular attendance for the following reasons:

- Illness--the principal or his/her designee may require a doctor’s excuse after the third (3rd) consecutive day of absence from school due to illness.
- Family emergencies.
- Prearranged doctor and dentist appointments during school hours only if appointments cannot be arranged outside of school hours. (Verification from medical profession of date and time is required.)
- Bona fide religious holidays.
- Authorized school activities.
- Student education trips - including family educational trips, college visitation (Section VII, K), military and career testing, job shadowing—all of which require prior administrative approval

Upon returning to school following an absence, the student shall bring a note signed by the parent or guardian giving the date of the absence and the reason for the absence. If an excuse is not furnished within three (3) days after the absence, the secretary will record the absence as an illegal absence.

NOTE: *Written documentation must be submitted to both CPAVTS and district high school.*

**Delays/Cancellations Due to Weather**

Students whose high school is closed due to weather should not attend CPAVTS. The absence will be excused. If the students’ high school has a delayed opening, students should report to the high school at the delayed time and follow the directions regarding attendance at CPAVTS.