

**Northwest Regional
Education Service District
Policy**

Code: **JE**
Adopted: 5/21/97
Readopted: 6/12/01, 8/10/11
Orig. Code(s): JE

Attendance

Agreements, either through resolution or contract, with component or outside districts to provide direct instructional services to students shall clearly identify the process for attendance, recordkeeping, and reporting. The agency having primary responsibility for students served, the agency having responsibility for program supervision, “due process” actions, and any other areas of concern shall be agreed upon by the parties involved as part of those documents.

The NWRESD shall provide staff services for attendance supervision to component school districts of less than 1,000 average daily membership (ADM) and other districts by contract, as approved by the superintendent.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone, or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

END OF POLICY

Legal Reference(s):

[ORS 334.125 \(7\)](#)
[ORS 336.010](#)
[ORS 339.020](#)
[ORS 339.030](#)
[ORS 339.065](#)
[ORS 339.260](#)

[OAR 581-021-0050](#)
[OAR 581-022-1130](#)