

Attendance FAQs 2025-2026

(The KCHS Attendance Policy can be found in full on p. 48 of the Parent-Student Handbook.)

What do I do if my child is going to be absent?

Calling the Front Office to report Absence: A parent is obligated to call the Registrar before 8:30 a.m. at 560-0503 or send an email to front.office@knoxvillecatholic.com. This is the same contact to be used for late-to-school notifications or if a student needs to check out early. A parent must call each day the student is absent or tardy.

How many days of absence do I get in each class each semester?

Five (5) sick days are allowed in each class each semester.

What happens if I go over my five days per semester?

You lose two (2) pts on each course's quarter grade for each absent day over the five allowed per semester. You and your parents are always notified by email when points will be deducted.

If you think the Attendance Committee got something wrong, respond to the email you received kindly explaining your calculations.

But what if I was truly sick (mono, injury, surgery, etc.) more than five times in a semester?

You can apply for **Extenuating Circumstance status (EC)** and get notes from a specialist (**NOT a family practitioner**) saying you could not come to school for that day or that period. The EC form can be found in the Canvas Student Resources course under Forms, and the KCHS website [here](#).

The application is due within TWO WEEKS of your return from the illness. Students are allowed *up to 3* extenuating circumstances per semester.

Applications submitted for absences in the previous quarter are not granted.

What if I get COVID?

Let the Registrar **and** your teachers know.

Apply for EC status. The EC form can be found in the Canvas Student Resources course under Forms, and the KCHS website [here](#). Students with documentation of a positive COVID test receive Extenuating Circumstance (EC) status. EC absences do not count against you.

What if I have an on-going condition that makes me miss school?

If a student has an on-going chronic illness (e.g., Crohn's Disease, migraines, on-going mental health issues), please send the Attendance Committee the medical specialist's (NOT a family practitioner) letter stating reasonable expectations for attendance. Students are allowed **up to 5 absences per semester** for chronic extenuating circumstances in addition to the 5 sick days, **with the following prerequisites**:

- Submission of an EC application at the beginning of the school year (Aug. 16 deadline) or upon onset of the extenuating circumstance that impedes academic achievement.
- Note from a specialist (NOT a pediatrician/family practitioner) delineating the chronic condition and the necessity for the student to miss school for a specified amount of time over a specified time period.
- A meeting with the Vice President of Academics and the designated School Counselor.

Why do I have to fill out a form if I already have a doctor's note?

The Registrar uses your completed EC form as a prompt to pull out for review your attendance file from the 650+ files on record. Without the EC form, any notes you may have submitted are not cued for review. **The EC form can be found in the Canvas Student Resources course under Forms, and on the KCHS website [here](#).**

Where can I find Extenuating Circumstances (EC)/ Exceptional Growth (EG) forms?

EC/EG forms can be found in the Canvas Student Resources course under Forms, the KCHS website under [Attendance FAQs](#), or the Registrar can provide hard copies at the attendance window.

Where can I find the exact dates of my student's absences?

The attendance reports which the attendance committee has access to show only cumulative tardies and absences in each class. If you log in to the parent portal on FACTS, or if your student logs into the student portal, you will see a tab on the left called student information. One of the options under that tab is attendance. You will be able to see your student's period attendance (attendance for each class period each day) under that tab.

Please remember that attendance is counted cumulatively over an entire semester,

not just by quarters, so you must count all the absences from both quarters in a semester.

Do routine appointments count as an EC?

No, regular appointments to see orthodontists, dentists, regular doctors for check-ups, dermatologists, physical therapy, etc., do not count as Extenuating Circumstances. Use your five sick days *each* semester for these kinds of routine appointments.

What if I have a concussion?

After you meet with your doctor and get his/her written recommendations, you will **meet with your school counselor or advisor** (freshmen) to fill out a Temporary Academic Accommodations Plan to get everyone on the same page about what your doctor says you can or cannot handle. **Make sure your doctor has written down the expected length of recovery time and/or a recheck date.** As long as there is a doctor's written recommendation, you and your counselor/advisor can adjust this plan as needed.

What about College Visits?

If you are a Junior or Senior, you get two *extra* days during the year to go check out colleges. If you are a sophomore, you get one extra day during the year for a college visit. Talk to the Registrar before you go. You will need proof of the visit. Days must be taken before May 1.

What if I have a cool opportunity that will make me miss school?

Each student **can qualify for up to four days of Exceptional Growth (EG) *per semester*.** See Registrar for more details, but definitely plan ahead. You must fill out an application for EG at least six weeks in advance of the planned absence. **The EG form can be found in the Canvas Student Resources course under Forms, and on the KCHS website [here](#).**

- These events are **typically organized by an outside agency** (as opposed to family vacations) whose schedule conflicts with that of the academic school year, and therefore **the opportunity is unavailable at any other time.**
- The attendance committee reviews your request and lets you know through your KCHS email account if it has been approved.
- The Attendance Committee reviews your overall attendance record before deciding. Just because you have filled out a form does not mean the request will be granted.

I am a student athlete. What if I have a sporting event that causes me to be absent?

KCHS sanctioned sporting events that cause you to miss class do not count against your absence totals. You ARE expected to let your teacher know *in advance* and to make up the work. The Attendance Committee does NOT generally grant excused absences for travel teams not associated with KCHS, **but students can *apply* for EG status for elite events. The EG form can be found in the Canvas Student Resources course under Forms and on the KCHS website [here](#).**

What happens if I am often tardy to school?

You are assigned after-school detentions when you receive 4 tardies to any one class. For every 2nd tardy after the 4th tardy, you must serve another after-school detention. **Tardies do not affect point deductions related to absence totals in a class.**

If you have a really tough situation brewing involving your ride/drive to school, please let Mr. Pumariega or a school counselor know.

How late can I get here before I am marked Absent?

On MTHF schedule days you will be marked 'absent' if you arrive at 8:55 or later.
On Wednesday late arrival schedule days, you will be marked 'absent' if you arrive at 9:25 or later.

Is there any penalty for absences or tardies to Study Halls or TA assignments?

Yes. Students in these classes will be assigned detention for any tardies over 3 per semester.