



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to extended vacations or trips.

PROCEDURE

1. Regular daily attendance is a critical component of the educational process. State law mandates that each parent, custodial parent, guardian or other person in the State of Nevada having control or charge of any child between the ages of 7 and 18 years shall send the child to a public school during **all the time** the public school is in session in the school district in which the child resides.
2. Attendance is the shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community. If at all possible, we encourage parents to make vacation/trip arrangements during regularly scheduled holiday and vacation breaks. We understand, however, that sometimes special circumstances occur, and parents need to leave the area for an extended period of time. If this type of situation should arise for families at your school, it is extremely important that the school ask them what dates the student(s) will be away from school. If the length of the trip exceeds two weeks, we strongly suggest that the school let the parents know that we will be withdrawing the student(s) from school for the period of time that they will be gone. Upon return, let the parent know they must re-enroll the student(s).
3. The Effective Date of Withdrawal:
 - a. When a student will be gone more than two weeks it is the last date attended; or
 - b. The day the student was expected to return and did not return if the trip does not exceed two weeks.
4. Knowing the expected date of return from an extended trip is very important. If a parent notifies the school that the student's intended date of return is sometime within the two weeks and the student does not return, the student is to be withdrawn on the date that he/she was expected to return.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to advise school staff how to handle attendance/enrollment when families are leaving the area for an extended period of time.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) Chapter 387, Financial Support of School Systems.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
10/01/2012	1.0	Adopted as Accepted Practice
12/05/2013	2.0	Revised: converted to Administrative Procedure