

Consistent attendance is essential to successful employment. In order to prepare Thrive program participants for real-world employment experience, Thrive will utilize the attendance policy listed below.

Students must notify Thrive staff of absences via phone or email by 8:30 a.m. If students are scheduled to attend work on the day of their absence, students must contact their employer as well.

Students are permitted 5 personal illness days per semester. All absences beyond the allowed 5 for personal illness per semester will be documented as unexcused until required verification of an approved reason for the absence is provided.

Valid documentation of an absence due to a medical or legal appointment or home district activity may be a hard or electronic copy from the applicable professional office.

If a student accumulates 5 unexcused absences in a semester, Thrive staff will contact families regarding attendance concerns.

If a student accumulates 7 unexcused absences in a semester, Teachwell staff will notify the home school district. At staff and district discretion, the IEP team may meet to discuss attendance.

Employers will dismiss students from their internship placements due to excessive absences at their discretion.

EXCUSED AND UNEXCUSED ABSENCES

In order to qualify as an excused absence, documentation is required.

EXCUSED ABSENCES	UNEXCUSED ABSENCES
<ul style="list-style-type: none">- Personal illness (5 per semester)- Medically excused- Medical appointment- Legal appointment- Court appearance- Religious observation- Family death / funeral- Home district authorization - documented- Weather related closures	<ul style="list-style-type: none">- Personal illness (in excess of 5 per semester)- Unverified absences- Lack of transportation- Vacation or family trips