

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-33
Subject: ADMINISTRATIVE ATTENDANCE WAIVER	Date of Issue: 2/22/83
Preparing Office; Office of the Superintendent	Amended: 9/6/06

- I. Policy 415
- II. Procedures

The administrative attendance waiver is a temporary assignment for special situations and it is not a permanent assignment for students. Placement on a temporary administrative attendance waiver should not be approved for more than one school year without re-evaluation.

- A. A student must comply with the temporary administrative attendance waiver policy.
- B. The temporary administrative attendance waiver application and contract must be completed and approved prior to the implementation of the waiver.
- C. The student and his/her parents or guardian must submit a formal application in writing to the guidance department.
- D. The student must be able to meet all requirements for graduation.
- E. The student must be recommended by a standing faculty committee appointed by the principal. The faculty committee will be responsible for carefully screening each student's application to insure that the requested placement is in the best educational interest of the student.
- F. A conference must be held involving parents/guardian, student, and faculty committee.
- G. Reasons for requesting a temporary administrative attendance waiver are as follows:
 - 1. A condition exists where a normal school day might create or aggravate a health or behavior adjustment problem.
 - a. Psychological problems
 - b. Physical problems
 - c. Emotional problems

2. Sufficient evidence is provided for financial need in order for the student to remain in school. For this condition, approval of the associate superintendent for curriculum, administration, and school improvement or designee is mandatory.
 3. The temporary administrative attendance waiver is determined to be in the best interest of the student. This waiver requires the approval of the associate superintendent for curriculum, administration, and school improvement or designee.
 4. If the student is a senior, the student's time away from school must be used to promote educational experiences.
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- H. The principal must approve all applications/contracts. In the case of a special education student, any decision to shorten the normal school day shall be made through the individualized education program (IEP) team to ensure that a free, appropriate, public education continues to be provided and all rights are afforded under the Individuals with Disabilities Education Act (IDEA). The IEP team will acquire the appropriate documentation to support the decision.
 - I. The student and parents/guardian must provide transportation acceptable to the school administration.
 - J. The student must leave the school property at the designated time.
 - K. The parents/student must report to the designated school official within one school day of the termination of the student's off-campus placement.
 - L. The temporary administrative attendance waiver application and contract is required to be completed, signed, and dated by all participants.

Approved:

Original signed by

Linda D. Burgee
Superintendent

BOARD OF EDUCATION OF FREDERICK COUNTY
TEMPORARY ADMINISTRATIVE ATTENDANCE WAIVER
APPLICATION AND CONTRACT

Student Name _____ Grade _____ Date _____

Address _____ Phone No. _____

Reason for requesting temporary administrative attendance waiver: (circle one)

- 1. A condition exists where a normal school day might create or aggravate a health or behavior adjustment problem
 - a. Psychological problems
 - b. Physical problems
 - c. Emotional problems
- 2. Sufficient evidence is provided for financial need in order for the student to continue his/her education. For this condition, approval of the Associate Superintendent for Curriculum, Administration, and School Improvement or designee is mandatory.
- 3. The temporary administrative attendance waiver is determined to be in the best interest of the student. This waiver requires the approval of the Associate Superintendent for Curriculum, Administration, and School Improvement or designee.
- 4. If the student is a senior, the student's time away from school must be used to promote educational experiences.
- 5. In the case of a special education student, please see Regulation 400-33.

Provide specific details supporting reasons for request:
