

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-33
Subject: ADMINISTRATIVE ATTENDANCE WAIVER	Issued: 2/22/83
Preparing Office; Office of the Superintendent	Amended: 11/14/13

- 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 ensure 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 instructional director of high schools 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 instructional director of high schools or designee.
 4. If the student is a senior, the student's time away from school must be used to promote educational experiences.
- H. The principal must approve all applications/contracts (see Exhibit 1). **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

Theresa R. Alban
Superintendent

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

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.

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 instructional director of high schools 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 instructional director of high schools 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 FCPS Regulation 400-33.

Provide specific details supporting reasons for request:

We, the parents and student, understand that the temporary administrative attendance waiver provides for release of students from direct school supervision for part of the school day for the five aforementioned reasons. The student should be enrolled in the school for a minimum of four periods per day.

We understand that the temporary administrative attendance waiver is subject to review, revision, and cancellation at any time during the school year. We also understand that the temporary administrative attendance waiver is not part of the work-study program.

We hereby make application for the temporary administrative attendance waiver. If accepted, my parents and/or guardians and I have agreed to the following regulations:

1. The student shall have transportation acceptable to the school's administration.
2. The student shall leave the school campus immediately at the appropriate time unless special permission has been given by the administration.
3. The student shall maintain good academic standing.
4. The student shall attend school regularly, realizing that excessive absenteeism automatically removes him from the program.
5. The parents and/or guardian assume responsibility for the student upon release from school.
6. The parents/student agree to report to the designated school within one school day of the termination of the student's off-campus placement.
7. Both parents and student understand that violations of the above regulations may result in removal from the program.

Signature of Student	Date	Signature of Parent/Guardian	Date
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Faculty Committee Recommendation Comments:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
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Signature of Committee Chairperson	Date
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Principal's Recommendation Comments:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
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Signature of Principal	Date
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Signature of Instructional Director of High Schools	Date
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Signature of IEP Chairperson (if applicable)	Date
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