

Loudoun County Public Schools

Department of Student Services

21000 Education Court
Ashburn, Virginia 20148
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SUBJECT: School Attendance and Chronic Absenteeism

Dear Parents and Guardians,

The Department of Student Services would like to take this opportunity to welcome you back to a new school year. As your student transitions back to school, we want to remind you that regular attendance is extremely important.

In accordance with the [Code of Virginia, 22.1-254](#), attendance is compulsory and all students between the ages of 5-18 are required to attend school (public or private), be approved for religious exemption, or receive home instruction. Statistics show that students are more successful when they come to school every day, on time, and consistently. When students are absent 2 or more days a month (or 18 days over the school year), whether excused or unexcused, they can fall behind in their learning. Students who miss ten percent or more of the academic year for any reason, including excused and unexcused are considered chronically absent, which is one of nine indicators linked to [School Accreditation | Virginia Department of Education](#). School staff and attendance officers will monitor chronic absenteeism and will work with parents/guardians and students to ensure compliance with compulsory attendance laws.

LCPS recognizes that some absences are due to illness or other legitimate circumstances and school staff will work with your student to provide support and keep them connected to their school community. However, when a student is absent for all or a portion of the day, the parent or guardian is responsible for notifying the school of the reason and justification for the absence in a timely manner.

Below are some tips to help your student build healthy attendance habits:

Attendance Tips:

- Make sure your student keeps a regular bedtime and establishes a morning routine.
- Turn off all electronics including TVs, phones, and tablets at bedtime.
- Make sure clothes and school supplies are ready the night before.
- Check with the school nurse or office staff if you are not sure about when to keep your student at home due to illness.
- Avoid scheduling vacations or family trips when school is in session.
- Schedule routine medical/dental appointments before or after the school day.
- Talk to your school's mental health staff for advice if your student seems anxious about going to school. [LCPS School Anxiety, Avoidance, and Refusal Resources](#). You may find your school's mental health team by visiting our [Mental Health and Community Resources for Families](#) page.
- Develop backup transportation plans to school if the normal routine is interrupted. Call on a family member, neighbor, or another parent to take your student to school.
- Encourage your student to join meaningful after-school activities, including sports and clubs.

For more information, please visit [LCPS Attendance Services](#).

We look forward to partnering with you to foster a successful school year.

Sincerely,

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