

Brighton High School Attendance Policy 2026–2027



Canyons School District Mission & Purpose of Attendance Policy

Canyons School District is committed to preparing all students for success in post-secondary education and life. Consistent attendance is essential to that success. Students who are present and engaged have the greatest opportunity to learn, participate fully in instruction, and demonstrate academic growth.

Attendance Alerts and Skyward Gradebook Notifications

Brighton High uses an Attendance Alert system to inform students and parents when attendance issues need attention.

- Any combination of the first six (6) unexcused attendance codes in any class period during a trimester will not generate an alert.
- On the 7th unexcused attendance code in a class period, the student's grade will display an Attendance Alert symbol (°) in Skyward.
- This symbol represents the first formal notice that there are concerns about the student's consistent attendance.

○ **Example Skyward Gradebook:**

Language Arts 10 °B+

What Attendance Codes Trigger an Attendance Alert (°)?

- A – Unexcused Absence
- T – Tardy
- W – Way Late Tardy (after 10 minutes)
- A-VT – Verified Truancy

Impact of an Attendance Alert (°)

- Students with an Attendance Alert (°) will be subject to classroom policies described in their disclosure. Per Utah State law, a student can have up to 20% of their course grade tied to attendance/participation.
- Students are responsible for reviewing their class disclosure documents to understand the specific policies surrounding attendance alerts.
- Students should plan to make up their Attendance Alerts as soon as possible in accordance with school policy.

Interventions for Making Up Attendance Alerts (°)

To clear an Attendance Alert, a student must do the following:

1. Complete make-up time with the teacher in the class, showing the attendance alert.
2. Alerts can be made up in APP or before/after school.
 - a. Be sure to arrange any before/after-school make-up times (Tuesday & Thursday mornings only) with your teacher.
3. Obtain a make-up slip from the teacher.
4. Present the slip to the Attendance Office to have the make-up time noted in Skyward.

It is the student's responsibility to both initiate and verify completion of the selected intervention option (listed below). Attendance Alerts (°) are encouraged to be remediated within one week of receiving the alert to remain eligible to complete any class late work. **Upon completion of the attendance intervention, the Attendance Alert (°) will be removed.**

To clear an Attendance Alert (°), students must remediate all attendance codes beyond the six allowed per class period by selecting from the following options:

If extenuating circumstances result in a student exceeding the allowed number of absences, parents/guardians should contact the attendance office to schedule a meeting with the student's Assistant Principal.

Interventions for Making Up an Attendance Alert

Attend 1 APP Period*	Clears 1 tardy
Attend 2 APP Periods*	Clears 1 absence
Attend 1 Before/After School Make-Up* (per teacher discretion, must be pre-arranged from 7:10-7:40 am on Tuesday or Thursday mornings)	Clears 1 tardy
Attend 2 Before/After School Make-Ups* (per teacher discretion, must be pre-arranged from 7:10-7:40 am on Tuesday or Thursday mornings)	Clears 1 absence
Perfect Attendance (No attendance marks for 10 consecutive school days in all classes- The student must request this intervention from the Attendance Office or the Assistant Principal.	Clears all student attendance alerts**
*All APP and Before/After School Make-Up must be done with the teacher of the Attendance Alert class period. **Attendance Alerts will be cleared to show make-up time was done for any tardies or absences above 6.	

Attendance Intervention Team (AIT)

A member of the Attendance Intervention Team (AIT) may meet with students and/or parents to discuss next steps and available support options regarding attendance.

After an Attendance Alert is posted, additional communication may occur through email, attendance letters, or meetings with a teacher or administrator. Parents are encouraged to follow up promptly with the school to discuss concerns and support their student in improving attendance.

The AIT may include:

- Administrators
- Counselors
- Parents/guardians
- Attendance office staff
- Teachers
- Coaches or advisors

Next steps or additional support may include:

- Attendance Contracts
- Referral to the Student Study Team
- Family meetings
- Referral to the "Check & Connect" Mentor
- Temporary holds on activities (if not resolved)
- Other consequences developed in collaboration with parents and the student.
- Placement on a daily attendance tracker

Final Notes on Student Grades

- If a student has an Attendance Alert (°), their academic grade can be affected by up to 20% per Utah code. See your class disclosure for details.

Attendance Excusal Procedures

Attendance Office: 801-826-5610 Office Hours: 7:00 AM – 3:00 PM, Monday–Friday

- Excusals can be completed through one of the following methods:
 - Responding to a school attendance notification in **ParentSquare**
 - A message sent through **Family Access** in Skyward
 - A phone call from a parent/guardian or emergency contact listed in Skyward
 - When calling, please include the student's legal first and last name.
 - A note from a medical provider.
 - A written note from a parent/guardian

Types of Excusals

- Partial Day Absence: **Call before 3:00 PM the same day.**
 - A phone call is required by 3 PM on the same day that the student is absent in order to excuse a student for a partial day absence.
- Full Day Absences: The attendance office can excuse the current day and up to 4 previous days.
- Tardy Excusals: The attendance office **will not clear tardies** once they are recorded in Skyward.
- Check Ins:
 - If a student is late due to a doctor, dentist, orthodontist, or official appointment, they can be excused with a note from the provider.
 - Documentation may be emailed to the school or brought in by the student.
- Check Outs:
 - A phone call is required.
 - Students can pick up a checkout slip if the school is called ahead of time or a note will be sent to the student.
 - Students must have a slip and leave at the time listed.
 - Checkouts cannot be backdated.
- Seminary/CTEC: Call directly
 - Seminary: 801-576-2975
 - CTEC: 801-826-6600

Resolving Attendance Errors

- If a student is marked absent, tardy, or late in error:
 - Students should talk directly with their teacher; do not call the attendance office for corrections.

Clubs, Teams, and Performances

- Coaches, advisors, and supervisors are responsible to provide excusals for school excused activities.
- Coaches, advisors, and supervisors may have attendance rules that are similar to or stricter than Brighton's policy.
- These expectations will be shared at meetings or in team disclosures.

Vacation Release (E-EL)

Canyons School District allows students to miss up to 10 school days per year for a pre-approved vacation release.

- A parent or guardian must call the attendance office before the leave. Please pick up the Vacation Release form at least 1 week before the leave to allow for all required signatures.
- **Students must pick up a vacation release form from the attendance office**
 - **Students give the form to each teacher to fill out any work to be completed, and the dates the work must be returned. See class disclosures for specific course information.**
 - **Parents should review the form, keep their copy, and return it signed to the attendance office**
 - **An administrator will review the form and code the days as in Skyward.**
- Seniors visiting colleges need to request a vacation release.
- The E-EL vacation code will not count against the Attendance Policy.

Refer to the Canyons District and Utah State Board of Education policy for details.