



DSS ATTENDANCE POLICY

Attendance is extremely important not only for student’s academic success, but for their future employment success. This policy exists to help teach students what will be expected of them in the workplace.

1. All students will be expected to attend the first class meeting of each trimester. Absence from the first two meetings may result in the student being dropped from the class.
2. Students must notify the campus of unplanned absences before 9:00a.m. Absences including medical appointments, business appointments, and personal necessities such as funerals, court appearances, etc. should be requested in advance using the “Request for Absence” form. All students must maintain a 90% attendance in each class. Students who attend 80% or less will be placed on Academic Probation. Students who attend 60% or less will be dropped from the course.

For example, a class that meets two times per week includes 24 class sessions:

100%	24 class sessions
96%	23 class sessions
91%	22 class sessions
88%	21 class sessions
83%	20 class sessions
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<i>79%</i>	<i>19 class sessions</i>
<i>75%</i>	<i>18 class sessions</i>

3. Students who do not abide by the DSS Attendance Policy may be placed on a waiting list to allow other students to attend class. Students who are on Academic Probation or who have been dropped from their course due to low attendance will be offered Annual Review appointments last in the registration cycle.

I have read the NOCE DSS Attendance Policy and understand that failure to comply may affect my enrollment in class.

Student

Date

We are asking the support of the parents and care providers of our students.

Parent or Authorized Representative

Date

North Orange Continuing Education
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