

**STANDARD OPERATION PROCEDURES
FOR DEALING WITH STUDENTS WHO HAVE ATTENDANCE
LESS THAN THE PRESCRIBED PERCENTAGE OF ATTENDANCE**

1. Schools will take the following action:-

- a. Inform the importance of attendance to the students and their parents at the beginning of the session;
 - b. Sensitize the students and parents about the relevant rules and the attendance requirement during the academic session;
 - c. Inform the students and parents the grounds on which shortage of attendance could be condoned;
 - d. Inform the students and parents to submit a medical certificate(s) from the Competent Authority/leave application supporting the reason for availing leave as and when leave is availed;
 - e. Warn the students and parents if they are not attending the classes regularly and maintain the records of such students correctly;
 - f. Inform the parents about the shortage of attendance;
 - g. Schools will recommend the cases as per Examination Bye-laws only;
 - h. Attendance will be calculated as of 1st January of the academic session;
 - i. Shortage of attendance cases be received in the concerned Regional office up to 7th January of the academic session;
 - j. No case will be accepted after 7th January of the academic session of Class X or XII;
 - k. Cases without mandatory documents will be summarily rejected.
2. In case of shortage of attendance, schools shall be required to procure the following documents from the student(s) / parent(s) and submit them to the concerned Regional office of the Board while forwarding the cases for considering condonation of shortage of attendance :

S. No.	Valid reason for condonation of shortage of attendance	Mandatory documents
1	Prolonged illness	1. Request(s) from the parent 2. Medical Certificate(s) for the period of absence from a Government Doctor. 3. All medical reports, X-rays etc. 4. Recommendation of school in the proforma attached.
2.	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration.	1. Request from the parent 2. Death Certificate issued by the concerned Authority 3. Recommendation of the school concerned in the proforma attached.
3.	Any other reason of similar serious nature.	1. Request from the parent 2. Certificate issued by the concerned Authority supporting the nature of reason 3. Recommendation of the school concerned in the proforma attached.