



## ATTENDANCE POLICY

Story Institute

PTIB# 4423

DLI#O266418531812

Effective Date: Jan 6, 2018

Revision Date: Sep 3, 2022

### Responsibility

Senior Educational Administrator (SEA), Educational Administrators (EA), and Instructors

### Policy

Regular attendance is required by students in order to acquire all of the knowledge and skills and build the habits required to complete the training successfully.

1. The minimum attendance requirements for students is as follows:
  - a minimum of 80% of the program hours in order to graduate and receive a diploma.
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
  - They do not receive a diploma verifying successful completion of the program and they may be subject to dismissal should the admissions department and/or instructional team feel their participation negatively affects the rest of the students in their class.
3. The process by which students must report and absence is as follows:
  - Please see Procedures below.

### Procedure

1. Attendance is documented daily. This is inputted into our digital operating system, either by student scan or manual entry by an instructor, SEA, or EA.
2. Totals missed program hours are compiled monthly by Senior Educational Administrator or Educational Administrator, and recorded on the student's Student File Checklist at graduation.



3. The Educational Administrator will notify Senior Educational Administrator if a student misses enough classes to indicate a pattern or possibility that they may not graduate. In cases where attendance illustrates a consistent pattern of unexcused absences and/or the possibility of projected attendance illustrating a concern that the student may not graduate, the SEA or EA will contact the student and discuss alternate options to make up the missed classes and/or what the revised learning opportunity may be if graduating with a diploma is no longer possible due to the unexcused absences. If a student wishes to withdraw, written notice must be given to the SEA or EA. Once a program reaches 30% of the delivered lessons, the student, regardless of days or hours intended will be considered as having reached 30% of the program as per the Tuition Refund Policy.
  
4. Students who have paid acting work will be excused from that day of class, if there is a conflict between both attending class and going to set or studio, and will not count as a missed day. Students must e-mail the Senior Educational Administrator to inform them when this occurs and provide the Senior Educational Administrator with physical documentation (e.g. call sheet, e-mail from agent or production confirming the date, etc.)