



Attendance Policy for Credentials

This **recommended** policy outlines the procedures and expectations for student attendance and absences to ensure success and maintain consistency in the learning environment.

Regular attendance is essential for optimal learning. Students are expected to attend all scheduled classes on time and prepared. Students are allowed one absence for a credential program without needing to make up the module, although it is strongly encouraged that students attend each module or make up the missed module online.

Excused Absences

An absence may be excused for the following reasons, with proper documentation:

- Illness or medical appointments
- Family emergency or bereavement
- Religious observances
- School-sponsored events or activities
- Legal obligations (e.g., court appearances)

NAAEI provides Visto voucher codes for students who miss a credential module due to an emergency. Documentation may be required. Students are granted ONE voucher code to make up the online version of the module missed and have 60 days to use the voucher before it expires. If a student misses more than one module due to an excused absence, they will need to make up the module either at the next affiliate offering or purchase the module on Visto. To receive a voucher code, email [Chris Mahoney](#).

Unexcused Absences

Absences not falling under the above categories or lacking appropriate documentation will be considered unexcused. Students who miss classes can either make up the class at the next offering by their education provider or purchase the module(s) on Visto.

Reporting Absences

Students must notify the education provider within 24 hours of the absence. A written explanation or official documentation may be required for the absence to be excused.

Students with unexcused absences may not be granted the opportunity to make up missed work, at the discretion of the education provider.

Tardiness

Students who miss more than two hours of a class are considered absent from that class/module.