
5.9.2 (a) – Student Attendance Procedure

Section:	Academic	Approved:	February 1, 2024
Subject:	Student Attendance	Reviewed:	September 1, 2025
Procedure:	5.9.1 (a)	Revised:	September 1, 2025
Procedure Owner:	Directors – Academic	Next Review:	September 1, 2026
Approval Authority:	President and CEO		

Procedure

At the outset of their program, students will receive detailed information regarding attendance and punctuality expectations, as well as the procedure for reporting and documenting absences. Attendance standards may differ between programs and the repercussions for failing to meet these standards may also vary accordingly.

- Students must report absences to the instructor or other person designated by the program for this purpose.
- Instructors will record learner attendance daily. Students will be marked present or absent. Students who arrive late or leave early will have their attendance marked accordingly.
- Students may request their attendance records, which will be provided to them.
- Where the attendance policy has been breached, the College will address the issue with you using the performance improvement process:
 1. **Identification of Concern:** Instructor or program staff identifies a concern.
 2. **Initial Discussion and Support:** A conversation is held to discuss the concern and work toward a resolution. A Student Learning Contract may be issued and will outline specific expectations and support strategies.
 3. **Written Notification and Action Plan:** Unresolved issues will result in written notice and the development of a plan of action.
 4. **Continued Concerns:** May result in discontinuation from the program.

Links to Other Related Documents

Carlton Trail College

[6.17 Learner Conduct Non-Academic Policy](#)

[6.16 Learner Conduct Academic Policy](#)

[6.20 Learner Discontinuation Policy](#)

[Carlton Trail College Learner Handbook](#)

[Carlton Trail College International Learner Guide](#)