EXPRESSION PREPARATORY ACADEMY

TRUANCY NOTICE AND STATE REPORTING REQUIREMENTS

Appendix I to the Student and Family Handbook, Administrative Reference, Kentucky and West Virginia Campuses, 2026-2027 School Year

1. Purpose

This appendix summarizes the Kentucky and West Virginia statutory requirements governing notice to parents and reporting to state and local officials for excessive student absences. Section IV of the Student and Family Handbook applies a single, uniform attendance schedule at both campuses, set at the more protective of the two states' numeric checkpoints. This appendix identifies, campus by campus, which state's underlying legal requirements and reporting channel apply to a given student, since that does not change even though the School's internal schedule is now uniform.

2. Kentucky Requirements, Louisa Campus

- Compulsory attendance applies to students from age six through age eighteen (KRS 159.010).
- A student is legally truant once absent from school without valid excuse for three or more days, or tardy without valid excuse on three or more days, counted cumulatively for the school year (KRS 159.150(1)-(2)).
- A student reported as truant on two or more occasions during a school year is an habitual truant (KRS 159.150(3)).
- For a student in kindergarten through grade five, fifteen or more unexcused absences in a school year requires the School to report the matter to the county attorney for a determination of appropriate court intervention (KRS 159.140(3)(a)).
- Parents and guardians bear legal responsibility for compliance (KRS 159.180). Penalties for a parent's noncompliance escalate from a $100 fine for a first offense, to a $250 fine for a second offense, to a Class B misdemeanor for each subsequent offense (KRS 159.990).

Notice Point of Contact, Kentucky

The Louisa campus administrator should be prepared to report a student meeting the fifteen-day K-5 threshold, or any student who becomes an habitual truant, to the county attorney for the county in which the student resides. Confirm the current point of contact and reporting procedure with Kentucky counsel, since these statutes are structured around a public school district's director of pupil personnel rather than a private school administrator.

3. West Virginia Requirements, Huntington Campus

- Compulsory attendance currently applies to a child who turns six by the applicable enrollment cutoff date through age seventeen, and continues if the student remains enrolled beyond that age without graduating, withdrawing, or completing a GED (WV Code Section 18-8-1a).
- The attendance director, assistant, or principal must make meaningful, two-way contact with the parent, guardian, or custodian after three total unexcused absences in a school year (WV Code Section 18-8-4(b)).
- A second mandatory contact, in the form of a conference, is required after five total unexcused absences (WV Code Section 18-8-4(c)).
- Ten or more unexcused absences in a school year subjects the matter to formal truancy proceedings (WV Code Section 18-8-4, Section 18-8-2).

- Truancy is a misdemeanor. Penalties escalate for the parent or guardian on repeat offenses, and a student eighteen or older who is still enrolled may be prosecuted directly; upon a third offense, that student must be withdrawn from school for the remainder of the school year.

Notice Point of Contact, West Virginia

The Huntington campus administrator should be prepared to refer a student reaching the ten-day threshold for formal truancy proceedings through the county attendance director, with further proceedings potentially before a magistrate. Confirm the current point of contact and reporting procedure with West Virginia counsel, since these statutes are structured around a county attendance director's office rather than a private microschool administrator.

4. Relationship to the Handbook's Uniform Attendance Schedule

The five-tier schedule in Section IV of the Student and Family Handbook applies the same numeric checkpoints, three, five, and ten unexcused absences, at both campuses, using the more protective number wherever Kentucky and West Virginia law differ. That uniform internal schedule governs the School's own contact, conference, and internal review obligations. It does not change, reduce, or replace either state's specific legal notice and reporting requirements, which continue to apply according to the student's actual campus of enrollment as described in Sections 2 and 3 above.

5. Recommendation

Because Kentucky's and West Virginia's truancy statutes are written for public school district attendance offices, this appendix should be treated as a starting reference rather than a final compliance procedure. Before the 2026-2027 school year begins, School leadership should confirm with counsel licensed in each state exactly which office receives a report, what form that report should take, and whether any additional private-school-specific notice obligations apply.