**Employment Certificates**

Any student subject to the provisions of the Compulsory Attendance Law attaining the age of fourteen (14) may be excused from full time school attendance by issuance of a certificate of employment by the superintendent of schools designee or representative. The certificate of employment shall only be issued upon satisfactory assurance to the superintendent of schools or designee that the student will be definitely employed in a gainful trade or occupation.

The certificate of employment shall contain the following information:

1. the name, age and residence of the person excused from full-time school attendance;
2. by whom the person is to be employed or is employed;
3. the last grade attended by the student;
4. a statement that the person is excused from full-time attendance until the certificate of employment is revoked, and
5. signature of parent or guardian.

The Superintendent may require such additional information as is reasonably necessary to assure that the student’s absence is for bonafide work.

The same expectations relative to regular attendance, academic performance, and the pursuit of a program designed to help the student earn a high school diploma will apply to part-time students as apply to full-time students.

Rio Rancho Public Schools
Adopted: June 27, 1994
Revised: August 9, 1999