



# Miami-Dade County Public Schools

giving our students the world

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## Attendance Policy

Absences will initially be recorded as "unexcused" and will be changed, if appropriate, upon receipt of acceptable reason for absence. Parents/Guardian must provide a written notice to Attendance Services as to why the student was absent within three (3) days upon the student's return to school. Failure to provide required documentation within three (3) days upon the student's return to school will result in a unexcused absence. Absences are classified as follows:

### Excused Absences:

- ❖ Illness of student-student missing five (5) or more consecutive days due to illness or injury are required to provide a written notice from a health care provider.
- ❖ Medical appointment of student- a written statement from a health care provider indicating the date and time of the appointment.
- ❖ Death in family.
- ❖ Religious observation
- ❖ Subpoena by law enforcement agency or mandatory court appearance.
- ❖ Outdoor suspension
- ❖ Absence beyond the control of the Parent/Guardian as approved by the Principal or Principal's designee.

### Unexcused Absences:

- ❖ Vacation, Personal Services, Local Non-School events, program or sporting Activity.
  - ❖ Providing day care for younger siblings
  - ❖ Illness of others
  - ❖ Non-compliance with Immunization Requirements (unless lawfully exempted).
  - ❖ Any other absence not identified as "excused"
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- Any student, who accumulates ten (10) absences in an annual course and five (5) or more in a semester course, will be placed on academic probation.
  - Students who are tardy to school must report to Student Services to obtain admit. Once a student accumulates five (5) tardies in one semester, the student will receive a referral. Excessive tardies may result in probation.
  - No student will be released within the final thirty (30) minutes (1:50 pm) of the school day unless the Principal or Principal's designee determines it is an emergency.
  - Individuals not listed on the emergency contact card will not be permitted to sign a student out of school. There will be no exception to this rule.

The student and parent are to accept the responsibilities and duties stated above and agree to follow directions of the staff and attendance appeal committee. This agreement is based on the law of the MDCPS School Board policies.

_____	_____	_____
Print Student's Name	Student's ID Number	Date
_____	_____	_____
Student's Signature	Parent's Signature	Date

