

New Attendance Guidelines: What Parents Need To Know

Attendance

- Students are expected to attend school **daily**, be in their seats, and ready to learn by **7:45 a.m.**

Absence Notes

- A **written explanation** of each absence is required from the parent/guardian **within three days** of the **student's return** to school.
- The note must indicate the **dates** and **reason** for the absence(s).
- The principal may require a **physician's certificate**, if the absence is due to illness if a student misses **3 days**.
- If a student misses **4 days** in a quarter, they are considered **chronically absent** and will be referred to the School Intervention/Support Team (SIT/SST).
- The principal **MUST** require a physician's note if a student has missed **6 days**.
- If needed, families can access medical care at a **Prince George's County Public Schools Wellness Center**.

Make Up Work for **LAWFUL ABSENCES**

- Teachers must **provide make up work** within 48 hours of receiving an absence note
- **# of days to make up** missed work will be **equivalent** to **# of days of lawful absences**.
- Students **returning too close to the end** of 1st, 2nd, or 3rd **quarter** to make up work in time will receive a **temporary "I" grade**.

Make Up Work for **UNLAWFUL ABSENCES**

- For **each day** of an **unlawful absence**, teachers will enter: **"0"** as the **score/grade**; **"unexcused unlawful absence"** as the note in SchoolMax

3	# of Days parents/guardians have to submit absence notes and principal may require a Physician's Note
4	# of Days in one quarter when a student is considered chronically absent
6	# of absences in one quarter when a Physician's Note is required
0	Score/Grade students receive for work assigned during Unlawful Absences
5113	Administrative Procedure related to Student Attendance, Absence & Truancy

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Lawful Absences

As recognized by PGCPs Administrative Procedure **5113**

- 1. Death in the immediate family**--immediate family means a parent or guardian, brother, sister or grandparent.
- 2. Illness of the student**--The principal may require a physician's certificate from the parent/guardian of a student that is reported absent for illness at least three school days. If absences reach 6 days a physician's certificate will be required.
- 3. Pregnancy and parenting related conditions**
- 4. Court Summons**
- 5. Hazardous weather conditions that would endanger the health or safety of the student when in transit to and from school.**
- 6. Work approved or sponsored by the school, the local school system, or the Maryland State Department of Education, accepted by the Chief Executive Officer or the school principal, or their designee, as reasons for excusing the student.**
- 7. Observance of a religious holiday**
- 8. State emergency**
- 9. Suspension**
- 10. Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.**
- 11. Health exclusion**
- 12. Other emergency or set of circumstances which, in the judgment of the Chief Executive Officer or designee, constitutes a good and sufficient cause for absence from school.**

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