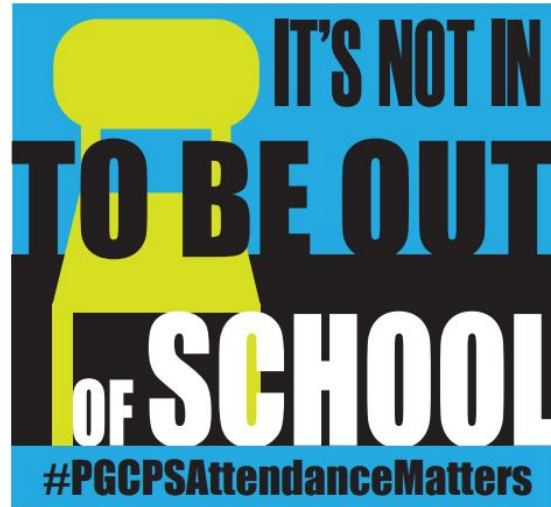


Essential Attendance Information

#PGCPSAttendanceMatters





Grades

Accurate attendance has a direct impact on student grades



Safety

We need to know where our students are and keep families informed.



Reporting

We MUST report accurate data to MSDE.



Legal

SchoolMAX is the legal system of record for attendance.

Teachers
must submit
attendance

DAILY by

9:45 AM



When a Student is ABSENT

Unless a teacher has documentation about a *planned* absence, enter Reason

Code

20



for ALL absences
This replaces the use of code 99

Student ID	Student Name	Date of Birth	Grade Level	M/F	Attendance	Full/Half Day	View Data	View Data	Admission Code
1. 120441128	GRACE, LINDSEY ALEXANDER CAMPBELL	03/26/2011	03	F	Present	Absent	Full	Half	
2. 120441129	DODGETT, ANA SIMONE	12/12/2010	03	F	Present	Absent	Full	Half	
3. 120441130	HOSANG, NEPAJAPOLINA DITJ	04/23/2011	03	M	Present	Absent	Full	Half	
4. 120441131	HONDAHARA, HESLEY DORIS	01/22/2011	03	M	Present	Absent	Full	Half	
5. 120441132	HIGALANTE, LINA MARIL	01/08/2011	03	F	Present	Absent	Full	Half	
6. 120441133	HUYTA, RIGEL THOMAS	04/26/2011	03	M	Present	Absent	Full	Half	
7. 120441134	HERRERA, SOLE M	05/21/2011	03	M	Present	Absent	Full	Half	
8. 120441135	WILLIAMS, COLB AFFRICA	04/28/2011	03	M	Present	Absent	Full	Half	

**ENTERING
TARDIES**

When a Student is LATE



Updating the attendance status from **ABSENT** to **TARDY** and entering the correct reason code is the responsibility of

Front Office

When a Student LEAVES EARLY



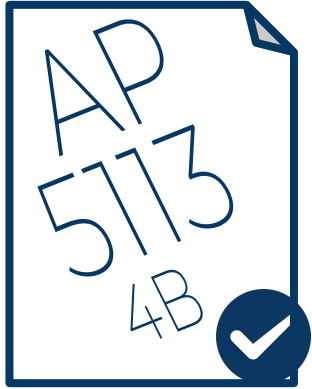
It is the responsibility of the

Front Office

to enter the time and reason code
for early departures.

ABSENCE NOTES & CODES

Absence Notes



A **written explanation** of each absence is required from the parent/guardian **within three 3 days** of the **student's return** to school.

The note must indicate the **dates** and **reason** for the absence(s).

When a Student Brings an **ABSENCE NOTE**



Received by
Teacher?



Entered into
SchoolMAX by
Front Office?



Filed in CUM by
Front Office

**MONITORING
STUDENT
ATTENDANCE
ISSUES**

If a Student
Misses....

3

Days

in

One Quarter

The Teacher **MUST**



Communicate with the parent/
guardian via phone or email.



Document communication in
the school-designated location.

If a Student
Misses....

3

Days
in
One Quarter

The Principal **MAY**



Require a **physician's
certificate**, if the
absence is due to illness.

If a Student
Misses....

4

Days
in
One Quarter

The Student **IS**



considered

Chronically Absent

If a Student
Misses....

4

Days
in
One Quarter

The Teacher **MUST**



Submit the student name to
the Grade Level
Administrator or Principal for
further communication with
Parent/Guardian.

If a Student
Misses....

4

Days
in
One Quarter

The Principal **MUST**



Ensure the student is
referred to SIT/SST

If a Student
Misses....

6

Days

The Principal **MUST**



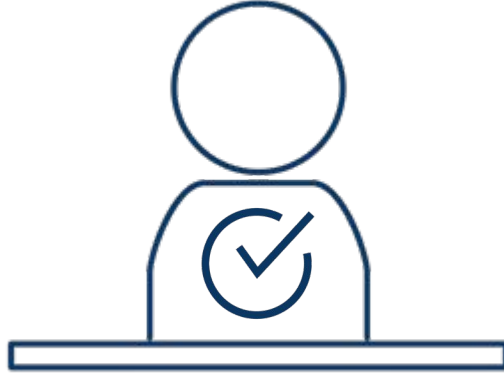
Require a **physician's
certificate**, if the
absence is due to illness.



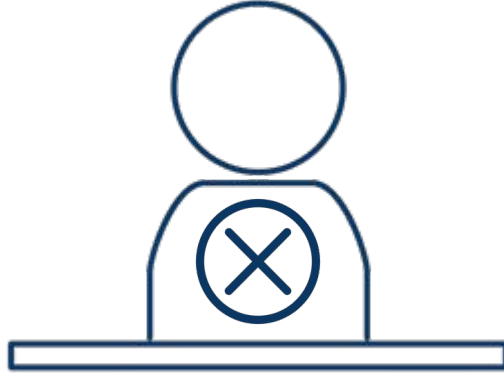
If needed, families can
access medical care at a
**Prince George's County
Public Schools
Wellness Center.**

Days Absent	Teachers	Principal
3	Contact parent/ guardian Document contact	May require physician's note
4	Submit student name to admin	Ensure student is referred to SIT/SST
6	Submit student name to admin	Require physician's note

ATTENDANCE & GRADES



Students who are considered **lawfully** absent from school or a class **will have** the opportunity to make up missed assignments.

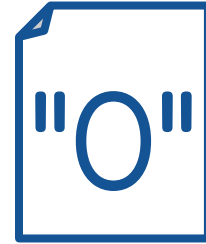


Students who are considered **UNlawfully** absent from school or a class **will NOT have** the opportunity to make up missed assignments.

Recording Grades While a Student is Absent



Student is absent
for unknown reason
(Code: 20)



Student receives a
"0" for all work
assigned while out.

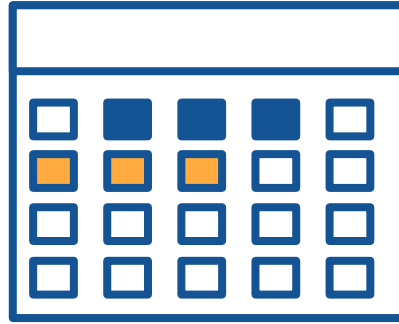
When To Give Make Up Work

Parent Note	Absence Reason Code	Make Up Work	Grade
Received WITHIN 3 Days	Update	Provide within 48 hrs of receiving note	Adjust accordingly
Received AFTER 3 Days	Update	Do Not Provide	Remains "0"
No Note Received	Do Not Update	Do Not Provide	Remains "0"

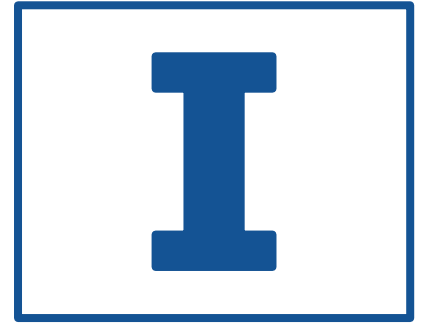
Make Up Work for LAWFUL ABSENCES



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**.