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

<table>
<thead>
<tr>
<th>3</th>
<th># of Days parents/guardians have to submit absence notes and principal may require a Physician’s Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td># of Days in one quarter when a student is considered chronically absent</td>
</tr>
<tr>
<td>6</td>
<td># of absences in one quarter when a Physician’s Note is required</td>
</tr>
<tr>
<td>0</td>
<td>Score/Grade students receive for work assigned during Unlawful Absences</td>
</tr>
<tr>
<td>5113</td>
<td>Administrative Procedure related to Student Attendance, Absence &amp; Truancy</td>
</tr>
</tbody>
</table>
New Attendance Guidelines: What Parents Need To Know

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.
New Attendance Guidelines: What Parents Need To Know