Essential Attendance Information
#PGCPS Attendance Matters

It's not in to be out of school.

#PGCPSAttendanceMatters
Accurate attendance has a direct impact on student grades.

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

We MUST report accurate data to MSDE.

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
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 the **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.
<table>
<thead>
<tr>
<th>Days Absent</th>
<th>Teachers</th>
<th>Principal</th>
</tr>
</thead>
</table>
| 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

<table>
<thead>
<tr>
<th>Parent Note</th>
<th>Absence Reason Code</th>
<th>Make Up Work</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received <strong>WITHIN 3 Days</strong></td>
<td>Update</td>
<td>Provide within 48 hrs of receiving note</td>
<td>Adjust accordingly</td>
</tr>
<tr>
<td>Received <strong>AFTER 3 Days</strong></td>
<td>Update</td>
<td>Do Not Provide</td>
<td>Remains “0”</td>
</tr>
<tr>
<td><strong>No Note Received</strong></td>
<td>Do Not Update</td>
<td>Do Not Provide</td>
<td>Remains “0”</td>
</tr>
</tbody>
</table>
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.