

MIS Attendance Cheat Sheet

Attendance is a vital component in the education and success of your child. Though we want to ensure that your child attends school each and every day, we know there are circumstances that come up that make that difficult. This document is a helpful guide to ensure that if your child must be absent, the proper process is followed.

- **Tardy to school**
 - If a student arrives after 8:25am they are considered tardy to school and must be signed in at the office by a parent/guardian.
- **Early Dismissal**
 - If a student signs out after 1:18pm it is considered an early dismissal and the student must be signed out in the office by a parent/guardian.
- **Absent from school**
 - Doctor/Dentist/Medical-If a student is out for any type of medical appointment, a note from that office needs to be turned into the school when the student returns
 - Note must be given within 3 days of return to school
 - Parent note-If a student is ill but not sick enough to go to the doctor a parent may write that in a note and send in when the student returns.
 - Note must be given within 3 days of return to school (otherwise it is unexcused)
 - Maximum number of parent notes is 10 per year
 - Educational Leave-If you are planning a trip that may qualify for educational leave, you may pick up a form in the office. You must complete the form prior to the trip and have it approved by meeting the criteria and agreeing to complete a project while gone. Upon return from the trip, the project must be submitted to complete and approve the absences.
- **Reasons for Absences**
 - Excused reasons for absences are determined by state code. There are only certain reasons within policy that are considered excused. Please make sure that your notes explain the reason for the absence so it can be determined if it falls under an approved reason. If your note does not meet the guidelines or is not sent in within 3 days it will still be coded as unexcused, even if you sent in a note.
 - Examples of excused reasons: the child is ill, a family member is severely ill, a death in the family, the bus did not run, medical appointments, etc.
 - Examples of UNEXCUSED reasons: out of town, family emergency, traffic, late, appointment, no reason listed, helping at home, etc.
- **Consequences**
 - If a student gets 3 unexcused absences a call will go home
 - If a student gets 5 unexcused absences a meeting will be scheduled at the school
 - If a student gets 10 unexcused absences, they are considered legal truant and consequence and charges could follow.

If you have questions about attendance at MIS please contact Stephanie Armentrout, Assistant Principal (304) 530-3450 or e-mail sarmentr@k12.wv.us