

## NOTIFICATION OF ABSENCE

<b>Excused Absences Include:</b>	<b>Unexcused Absences Include:</b>
Student Illness	Vacations (family or otherwise)
Medical Appointment	Non-School Events
Death in Family	Absence due to illness of others
Observance of a religious holiday or service when it is mandated that all members of the family be in attendance	Absence due to non-compliance with immunization
School Sponsored Event	Program or Sporting Activity
Subpoena by law	

### **Miami-Dade County Public Schools Attendance Policy**

- A student may not, by law, accumulate more than ten (10) unexcused absences during an entire school year
- Unexcused absences do not require that the teacher provide make-up work for the student
- If a student has an excused absence, the student must request the make-up assignments and complete the make-up assignments for classes missed within three days of the return to school
- It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work

**Parents are encouraged to promote good attendance and to refrain from making plans that will interrupt the educational process.**

Student's Name : \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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***For School Use Only***

***Excused*** \_\_\_\_\_ ***Unexcused*** \_\_\_\_\_

***Administrator's Signature*** \_\_\_\_\_

***Parent Notified*** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

***Registrar's Signature*** \_\_\_\_\_

