

Attendance is required for virtual school. The best way to report your student's absence is to fill out the Live Virtual Lesson Absence Form located on the Hallie Wells website in order to make up periods missed. Make sure to select the appropriate periods or the absences will not be excused.

A link has now been placed on the HWMS website main page. The link is labeled "Live Virtual Lesson Absence Form" [Google Absence Form](#). This form should only be used when your student has made up assignments.

Reporting an all day/partial day Absence:

The best way to report your student's **full day/partial day** absence is to send an email to HWMSFullDayAbsence@mcpsmd.org or [Terri L. Buck@mcpsmd.org](mailto:Terri.L.Buck@mcpsmd.org)

MCPS requires a doctor's note when a student is absent for four (4) consecutive days or more.

Excused absences:

- Illness of student
- Death in immediate family
- Court summons
- Observance of Religious Holiday
- Work or Activity Accepted by School Authorities (*Must have prior administrative approval*)
- Suspension
- Hazardous weather conditions
- State Emergency

Unexcused absences:

- Caring for younger sibling/relative
- Vacationing/Trips out of Town
- Family Emergency (unless excused by an administrator)
- Overslept
- Passport
- Alarm failure

Extended Leave/Travel:

The state guideline does not approve family travel as an approved absence. While we value the rich, cultural experience traveling gives our students, unfortunately travel for five (5) or more days, during the school year, regardless of the reason, is unexcused. As a result, we do not provide school work.

All travel requests should be in writing to Dr. Woodward at least 2 weeks ahead of time.

Connect-Ed Automated Calls:

If you receive an automated call in regards to your student's absence, please check ParentVue to see which teacher marked your student absent. You will need to contact the teacher directly to have the absence corrected if it is an error.