**Attendance Summary for Students and Parents/Guardians**

Student attendance in all classes is critically important to maximize student learning, attain good grades, and earn credits in high school. Below is important information for students and parents/guardians:

**Determining Whether an Absence Is Lawful (Excused) or Unlawful (Unexcused)**

* **A written explanation of each absence is required from the parent/guardian within three days of the student’s return to school (e-mail is acceptable).**
* **Requests for late arrivals or early dismissals must be authorized by the parent/guardian.**
* **Upon reaching his/her age of majority (18 years old or married), a student may assume the responsibility for absence notes and requests for late arrivals and early dismissals.**
* **Students are considered lawfully (excused) absent from school** **for the following reasons:**
1. **Work approved or sponsored** by the school, Montgomery County Public Schools (MCPS),

 or the Maryland State Department of Education and **college visits** when approval for the absence has been requested five school days in advance in writing from the parent/guardian/eligible student:

(2) **Death in the immediate family**

(3) **Illness of the student** (The principal may require a physician’s certificate.)

(4) **Illness of a student’s child**

(5) **Court summons**

(6) **Hazardous weather conditions** which would endanger the health or safety of the student

 when in transit to and from school

(7) **Observance of religious holiday**

(8) **State emergency**

(9) **Suspension**

(10) **Failure to provide MCPS authorized transportation to eligible students**

(11) **Other emergency or set of circumstances** determined by the principal

* **Any absence for reasons other than those specified above may be considered either lawful or unlawful by the principal/designee.** Normally, requests for family travel are not lawful absences.
* **A student’s absence may be deemed lawful at the discretion of the principal/designee with prior request based on the following:**
1. Recommendations from the student’s teacher(s) concerning the possible effect of the anticipated absence on the student’s academic progress and the options available for make-up work before making a decision to approve the absence.

(2) Number of lawful and unlawful absences student has accumulated to date.

(3) Purpose or special significance of the absences.

(4) Duration of the absence.

* **In unique and specific circumstances, absences can be considered authorized and should not be reported as either lawful or unlawful and students are considered to be present.** Examples include, but are not limited to:

(1) **Volunteer student aide for MCPS outdoor education programs**

(2)  **Sports participation**

(3) **Student government**

(4) **Field trips**

(5) **Health room visit**

(6) **Home and hospital teaching**

(7) **In-school suspension/In-school intervention**