

Student Responsibilities for Attendance

The goal of every child should be that of a “model student.” A model student is expected to be present at school each and every day, attend class as scheduled, arrive at school and class(es) on time, and demonstrate appropriate behavior and a readiness to learn.

Student’s responsibilities as defined by Board Policy 5200 - Attendance:

- A. Attend classes one hundred and eighty (180) days each school year or the number of instructional days prescribed for the school the student attends.
- B. Request the make-up assignments for all excused absences/tardiness from teachers upon return to school or class within three (3) days. It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.
- C. Complete the make-up assignments for classes missed within the equivalent number of days absent. Failure to make-up all assignments will result in lower assessment of the student's academic and/or effort grade.
- D. Be reported as present for the school day to participate in athletic and extracurricular activities.

Course Make-up

Request the make-up assignments for all excused absences/tardiness from their teachers within three (3) school days upon their return to school. It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work.

The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Teachers are not required to provide make-up work for the unexcused student absences/tardiness. However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

Parent Responsibilities for Attendance

The parent shall be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child. [Board Policy 5200 - Attendance](#), states that "absences shall be reported to the school attendance office by the parent or adult student as soon as practicable". The Superintendent shall require, from the parent of each student at compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The district reserves the right to verify such statements and to investigate the cause of each single absence.

Parents are expected to:

- Report and explain an absence or tardiness to the school. Failure of the parent to provide required documentation within three (3) days upon the student's return to school will result in an unexcused absence.
- Admits/Notes can be submitted electronically or in-person.
- Electronic submissions include emailing a statement of the cause for such absence directly to the school's attendance email address. The email should include the Student's Full Name, Identification Number, Date of Absence, and the Reason for the absence; include the Student's Name and EXCUSED ADMIT on the subject line. Parents should follow the generic email address **XXXX@dadeschools.net**, where XXXX is the 4-digit school location number. To find your child's home school location number visit the M-DCPS School Directory page [CLICK HERE](#).
- As well, a link will be available via the Parent Portal and Parent Mobile APP for parents to access a dropdown menu with schools' resource mailbox directory.
- Parents who wish to submit documentation for an excused absence to the school's attendance office in person may do so within three (3) days from the date of the absence. Failure to report and explain absence(s) shall result in unexcused absence(s).
- Ensure that the child has requested and completes make-up assignments for all excused absences/tardiness from their teachers upon their return to school or class.
- Appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.

Course Make-up

Make-up assignments for all excused absences/tardiness should be requested within three (3) days of the student's return to school or class. It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work.

The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Teachers are not required to provide make-up work for the unexcused student absences/tardiness. However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.