ATTENDANCE AT MCMS

One of the most important elements of our students' success is their attendance. Time is precious in the classroom. Missing days or time in the classroom could put a child behind.
Listed below are some helpful facts and reminders.

Students must be in homeroom at 8:00 a.m.

After 8:00 a.m. students are tardy.

Any checkout:

- **Before 11:30am is considered an absence.**
- **After 11:30am is considered an early release.**

Tardies and early releases are only excused by a doctor's note.

Excuses must be turned in within 3 days to be accepted.

4 parental notes will be accepted per semester to excuse an absence, pending administrative approval.

Parents cannot email or call in an excuse. If an excuse is faxed, a parent needs to call the school to confirm it was received.

Attendance letters will be sent for five unexcused absences and/or four early checkouts/tardies.

Attendance meetings will be held after six unexcused absences and/or five early checkouts/tardies.

A School Attendance Council referral may be issued if there is a continuance of poor attendance. This would occur at nine absences and/or ten early checkouts/ tardies.