



Please use the other side of this sheet to keep track of the number and the reason your child is absent from, or tardy to school. Attach any medical notes or other documentation you may have to this form. We no longer collect and file information after each absence, we will request this information from you if your child misses 10 or more periods of any one class or 10 or more full days of school.

Late Arrival to School Policy: Students who miss more than 25 minutes of any class due will be marked as absent for that class.

- **Tardy 1-5 days:** Students **do not** need to bring a note or be checked in by a parent, but all students must report to the office for check in upon first arriving to school after the late bell at 7:28am and receive a pass to class. Parents should keep track of tardies and medical notes or other documentation on Student Absence/Tardy Form. Parents will receive electronic notification of their student's tardy.
- **Tardy 6 or more days:** After a student is tardy to school for six or more days during a semester, the student and parent or guardian will be asked to submit their child's Student Absence/Tardy Form along with medical notes received or other documentation during the semester. A review committee of one or more administrators and the child's guidance counselor will review each absence and determine if it is excused or unexcused. The attendance records will be updated to reflect the findings of the committee and for every tardy thereafter, students will need to bring a note to the office when they arrive late to school and will begin receiving fines if the tardy is unexcused.

Absences Policy:

- **Absent 1-10 days:** Students returning to school from missing one or more class periods or a full day do not need to bring a note to school. Parents should keep track of absences and medical notes on Student Absence/Tardy Form.
- **Absent 11+ days:** After a student is absent for ten or more days from any one class period during a semester, the student and parent or guardian will be asked to submit their child's Student Absence/Tardy Form along with medical notes received or other documentation during the semester. A review committee of one or more administrators and the child's guidance counselor will review each absence and determine if it is excused or unexcused. The attendance records will be updated to reflect the findings of the committee and the parents will be notified. Beginning with the 11th absence, and every absence thereafter, students will need to bring a note to the office when they return to school. Students missing more than ten days of school are at risk of not earning credit for the semester, regardless of their grade in the class.
- **Absent 15+ days:** Florida Statutes require suspension of a student's driver's license when the student reaches 15 or more unexcused absences within a 90-day period. Additionally, students who are absent for fifteen or more days are in danger of dismissal from McKeel Academy. Before such decision is determined, the parent/guardian and student will have been afforded the opportunity to meet with administration.

Truancy law: Florida law defines "truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian. Truant students are reported to the Department of Juvenile Justice through an automated system for excessive unexcused absences.

This information is taken from The Student Handbook, pages 8-10. The entire handbook can be found at www.mckeelacademy.com under the Information tab, Student Resources category.

