

IS IT EXCUSED OR UNEXCUSED?

State Law 70 O.S. § 10-105 governs attendance for all Oklahoma Schools.

This InfoGraphic is meant to help explain and clarify the State Law to which Mustang PS must adhere.

Only 10 Unexcused Absences/Semester Allowed!

EXCUSED? – EXC

State law stipulates 5 reasons for an EXCUSED absence:

- The student is excused from attending school by reason of mental or physical disability as determined by the district upon receipt of written recommendation by a duly licensed and practicing physician.
- The student is excused from attendance at school during observance of a religious holiday.
- The student is excused from attendance at school if the absence is deemed by the principal and parent/guardian to be an emergency.
- The student is excused with Physician's diagnosis accompanying documentation.
- The student is excused with a documented court appearance.

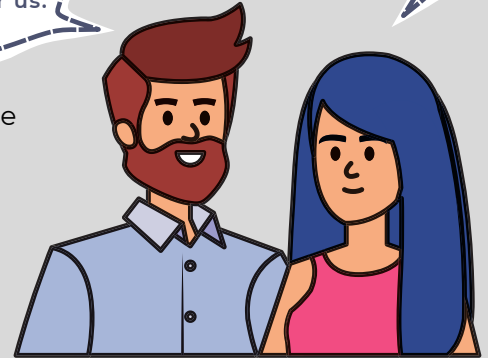
Our child is disabled; here is the documentation.

Today is a religious holiday for us.

We had an emergency!

Here is the note from our family doctor.

We were in court.



A student is excused from attendance if the parent/legal guardian has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting and may be granted excused absences at the discretion of the Superintendent or designee.

We did not go to the doctor, but I called the office.

I didn't know our son was absent!

I kept my daughter home sick today.



UNEXCUSED? – UNX

When a student misses one or more classes during a school day with or without the knowledge or permission of a parent/guardian and school authorities; provided the absence does not qualify as an excused absence.

- If a student is absent, a parent or guardian must notify the school office, give a reason for the absence, and an approximate date of return.
- Students who are unaccounted for and/or truant may receive additional disciplinary action in accordance with Board Policy #5080.

Unexcused Attendance Codes (PowerSchool):

- VER = Verified (absent with call)
- UNV = Unverified (absent - no call)
- TNT = Truant (after several UNVs)
- TDY = Tardy (late arrival)
- CKO = Checkout (left during the day)
- ECK = Early Checkout (left before the end of the day)

?? But, what if I check my child out early?

Any student leaving early from school, must checkout through the office. An Early Checkout will be added to attendance for the student. An absence will be recorded for every three (3) early checkouts received in a class during a semester. Absences accrued in this way DO count toward the limit of 10 per Semester.



And what if my child is late for school?

- First, report to the office to check in for school.
- Tardy will be recorded
- 3 Tardies = 1 Absence
- Absences accrued in this way DO count toward the limit of 10 absences per Semester.



WHAT IF MY CHILD HAS MORE THAN 10 UNX ABSENCES IN A SEMESTER?

Keep reading for more information:

WHAT IF MY CHILD HAS 10+ UNX ABSENCES IN A SEMESTER?

70 O.S. § 10-105 governs attendance for all Oklahoma Schools.

This InfoGraphic is meant to help explain and clarify the State Law to which Mustang PS must adhere.

The most important thing families can do is to stay in close contact with the school regarding ALL student absences.



Excessive Absences Policy

- Students who exceed 10 absences in a semester shall receive a NC for that class, unless they have failed the class and then they will receive an F.
- If a student exceeds 10 absences, a doctor's statement that confirms the dates of the illness may be turned in to the attendance office upon the student's return to school resulting in the absence(s) being changed to an excused absence(s). Doctors' notes should be submitted to building administrative assistants upon return from absence(s). Original doctor's notes or other documentation should be kept for your own records.
- Students who fail based only on their attendance exceeding the 10-day limit may submit an appeal to a site committee within five (5) days prior to the end of the current semester. The appeal form is located on the school website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. The appeal committee consisting of an administrator and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.
- Students enrolled in the MEC P.A.S.S. Program shall not receive credit for a course in which he/she has in excess of two (2) unexcused absences in a morning class and/or four (4) unexcused absences in an afternoon class in any single Block of instruction during the yearlong Block Schedule. If a student exceeds the absence limit, a No Credit (NC) will be posted in place of a letter grade.

10+ Unexcused Absences In A Semester = No Credit or F Grade

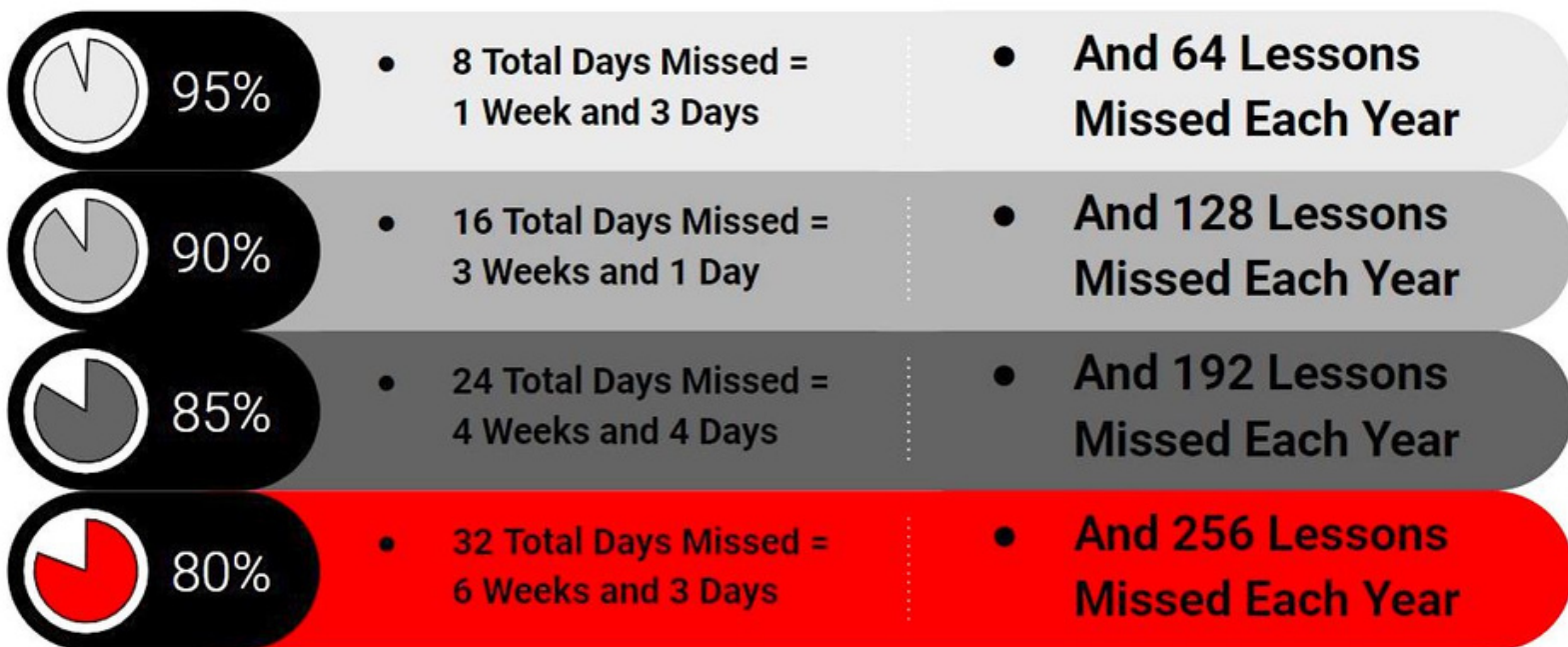
Turn In Doctor Notes To Administrative Assistants

Attendance Appeal By Committee. Form Due 5 Days Prior To The Semester End

**MEC P.A.S.S. Program
Block Schedule
2 AM or 4 PM Unexcused = NC**

WHY IS ATTENDANCE IMPORTANT TO MPS?

Missing School Impacts Learning:



QUESTIONS?

See MPS Board Policy #5020 and/or Contact your school office for further assistance/clarification.