

# 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 8 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.



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.

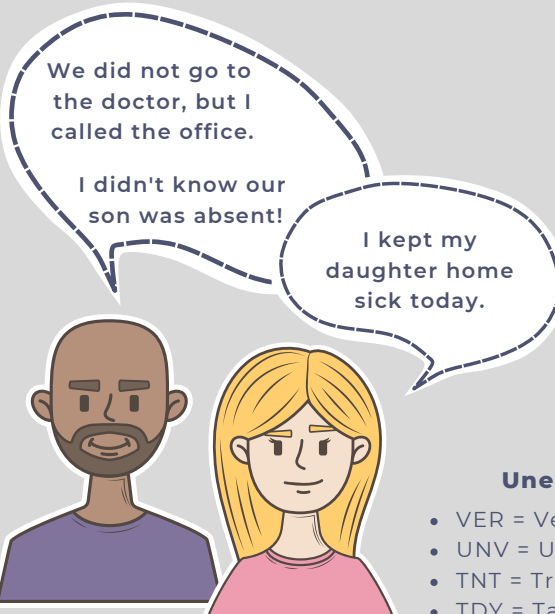
### UNEXCUSED? - UNX

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)



#### 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 8 absences per Semester.

#### ?? 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 8 per Semester.



## WHAT IF MY CHILD HAS MORE THAN 8 UNX ABSENCES IN A SEMESTER?

Keep reading for more information:

# WHAT IF MY CHILD HAS 8+ UNX ABSENCES IN A SEMESTER?

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**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 8 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 8 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 8-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.

**8+ 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**

## WHY IS ATTENDANCE IMPORTANT?

Missing School Impacts Learning:



## QUESTIONS?

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