



Dear TPSS Families,

In an effort to ensure students are in class to receive valuable learning, some of our attendance procedures have been updated in alliance with state guidelines. Notifications of student absences will be sent to families using the parent/guardian email address on file and a hard copy sent home with students.

A student with **5 UNEXCUSED absences** is considered “truant” and is placed on the school’s Truancy list. This means the student did not submit a parent note or a doctor’s note for the absences. Once a student is on the Truancy list, they cannot be removed for the semester unless they submit their excuses.

It is important to submit an excuse to the teacher or to the school office so that the absence can be marked as excused. The following is guidance based on [TPSS policy JBD-R](#) regarding excuses that can be submitted for student absences:

- Parents may submit up to **3 parent-written excuses** per semester to be considered excused absences.
- A doctor’s note is considered as an excused absence, but must be submitted within seven (7) days following the visit to the doctor.

As research consistently confirms, **regular attendance is one of the strongest predictors of academic success** and is critical for preparing students for college and career pathways. We ask that you partner with us to promote daily attendance and ensure that your child has the best opportunity to learn and succeed. You can find all student attendance information in your Student Progress Center (SPC) account. If you do not have a SPC account, [visit this website](#) for information.

Respectfully,

Melissa M. Stilley
TPSS Superintendent