

Attendance Matters

P-CCS Elementary School Quick Reference Guide



REPORTING AN ABSENCE

Call before 9:00 A.M. to prevent an automated safety call to your home

- **PHONE:** Call 734-397-6360 and press option #2. Available 24/7.
- **MISTAR:** Submit through MiStar Parent Connection. Available 24/7.
- **NOTE:** Provide a written note within 24 hours of the student's return.



TARDIES & EARLY DISMISSALS

- **SIGN-IN:** Parents must walk K-5 students into the office to sign them in using the SafeVisitor kiosk if they arrive after 8:55 A.M.
- **THE 1-HOUR RULE:** Missing more than 60 minutes of instruction in the A.M. or P.M. counts as a half-day absence.
- **SAFE PICKUP:** Students are only released to authorized emergency contacts with photo I.D.



VACATIONS

P-CCS does not condone vacation as a reasonable reason for being absent.

- **TRIPS:** For absences of 3+ days, an Extended Absence Form (5200F1) must be completed before you leave. The form can be obtained in the main office.

ABSENCE TYPES & MAKE-UP WORK



<u>Documented (DA)</u>	<u>Medical (M)</u>	<u>Verified (VA)</u>	<u>Unverified (UA)</u>
Hospital, Doctor, Court, or Funeral. A note from the provider must be provided to the office.	Absence related to a documented long term medical diagnosis that the school is aware of.	Illness or vacation reported by a parent. Can be changed to Documented Absence (DA) if a note is provided to the main office within 24 hours.	No call or note provided by the guardian.
Does NOT count toward absence totals. Work is provided.	Does NOT count toward absence totals. Work is provided.	COUNTS toward total, but work is provided	COUNTS toward total. Work is NOT required to be given

To Request Work: Email the teacher. Please allow 24 hours for the teacher to prepare materials for office pickup.



CLOSED CAMPUS POLICY

ALL P-CCS schools are closed campuses. In order to ensure the safest environment for students, elementary schools have a closed campus. Students may not leave before dismissal times unless accompanied by an authorized adult.

Terms and Definitions

Documented Absences (DA): A documented absence will not count against the total number of student absences. To ensure accurate attendance records, it is necessary for all related documentation to be submitted to the attendance office prior to or within two (2) school days following the absence. The following are considered documented absences: hospitalization/medical leave or a doctor's appointment related to an illness, religious obligations, mandatory court appearance, funeral.

Verified Absences (VA): Parent or legal guardian has called the attendance office, submitted an absence through MiStar Parent Connection or provided a note within 24 hours verifying the student was not at school with parental acknowledgment. A verified absence is typically one of the following but not limited to: illness verified by parent, doctor's appointment, or a prearranged vacation. Prearranged absences **will count toward the ten (10) total absences allowed by the policy.**

Unverified Absences (UA): Any absence in which a parent/guardian has **NOT** called or provided a note. An automated phone call is made to the parent/guardian after every unverified absence.

Tardy (T): A student will be considered tardy if they are not present in their assigned class when the tardy bell rings and they **do not have a pass** from the office showing that they were signed in late by an adult. At the elementary level, the tardy bell rings at 8:55 A.M.

Late (L): A student will be considered late if they are not present in their assigned class when the tardy bell rings, but they **have a pass** from the office indicating that they were signed in by an adult.

Truancy: A student *may* be considered truant under the following circumstances:

- Absence from school and **unverified (UA)** for more than 5 consecutive days
- Absence from school for any reason, verified (VA) or unverified (UA), for **10 or more days within a 30-day period.**
- Absence from school for any reason, verified (VA) or unverified (UA), for a total of 30 or more days within a school year.

P-CCS cooperates fully with local ordinances, the Wayne County Prosecutor's Office, and the 35th District Court to address and eliminate student truancy.



P-CCS Attendance Policy

The entire P-CCS attendance policy can be found in the 2025-2026 student handbook.

https://docs.google.com/document/d/1WWRSKE8d4uAvO6_HFqPBihLOGJqucCVkVsWFOcaQZtk/edit?tab=t.0