

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