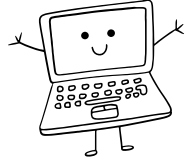


Bentley Elementary School Attendance Guidelines



There are only 2 ways to officially report an absence:
Call 734-397-6360 - Option #2 BEFORE 8:50 A.M. to report an absence.
Use MiStar Parent Connect BEFORE 8:50 A.M. to report an absence.



- Leaving a voicemail or email with the main office, Mrs. Erica, Mrs. Amanda, or the teacher will not be accepted, and the absence will be marked as an unexcused absence.
- Informing the teacher without calling in the absence via the attendance line or using MiStar Parent Connect will be marked as an unexcused absence.

The full district policy on attendance can be found in the 2026-2027 Student Handbook, but here is a brief overview:

- If your student accrues 15 absences (excused or unexcused), they may be placed on a Student Success Plan or Attendance Contract.
- If your student accrues 20 absences (excused or unexcused), a meeting will be scheduled to discuss attendance.
- If your child accrues 10 or more unexcused absences, they may be referred to appropriate law enforcement agencies for truancy.
 - If documented extenuating circumstances exist, please contact Ms. Fuller, Student Support Coordinator, at kellie.Fuller@pccsk12.com or 734-582-6752 with this information. It is our hope that we may work together to ensure a successful school experience.
- Extended Absence: If your student will be gone for 3 or more days, an extended absence form is required. This can be obtained in the main office by contacting Mrs. Erica or Mrs. Amanda.
- 30 Consecutive Days Absent: Students who are absent for 30 consecutive school days will be unenrolled.
- Missing more than an hour of instruction in the morning or the afternoon is considered a ½ day absence.
 - Arriving at 9:55 A.M. or later is considered a ½ day absence.
 - Leaving school in the afternoon before 3:01 P.M. is considered a ½ day absence.
 - At the elementary level, attendance is taken once in the morning and once in the afternoon.
- No early dismissals are allowed after 3:30 P.M., unless the office has been notified.
- If your student has a medical appointment that will cause them to miss any amount of school, please bring a note from the medical professional to the main office. That absence will be coded as a Documented Absence (DA) and will not count toward the total number of absences allowed by the district attendance policy.

Tardy Policy:

- The tardy bell rings at 8:55 A.M.; students who are not in their classroom at 8:55 A.M. are considered tardy.
 - All students arriving at 8:55 A.M. or later must be checked in by an adult using the SafeVisitor kiosk.
- The car loop closes at 8:55 A.M. (if the cones are out, the car loop is closed, and you MUST park your vehicle, accompany your student to the main lobby, and check them in using the SafeVisitor kiosk).
- Chronic tardiness will be referred to the principal.
- Arriving to school after 9:55 A.M. will be considered a ½ day absence.