



# Miami-Dade County Public Schools

*giving our students the world*

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Dear Parent's/Guardians,

Please read and understand the **MDCPS attendance Policy (Board Policy 5200)** that will be enforced here at Cutler Bay Middle school. Daily attendance is important for the success of your child. Attending school daily helps promote students' sense of duty and responsibility through interaction with their peers in a supportive social environment.

When a student is absent from school the teachers will document the absence as unexcused absence in the gradebook. To excuse the absence, the student and or parent are expected to **submit a note** electronically or in-person explaining the reason for the absence **with-in (3) days** upon the student's return to school. After 5 unexcused absences a student's grade can be withheld for a semester course. Electronic submissions include emailing a statement of the cause for such absence directly to the school's attendance email address. ***The email should include the Student's Full Name, Identification Number, Date of Absence, and the Reason for the absence; include the Student's Name and EXCUSED ADMIT on the subject line.*** Parents should follow the generic email address 6111@dadeschools.net, where 6111 is the 4-digit school location number. Parents who wish to submit documentation for an excused absence to the school's attendance office in person may do so within three (3) days from the date of the absence. ***Failure to report and explain absence(s) shall result in unexcused absence(s).*** Parents need to follow up once excusing the absences to ensure that the child has requested and completes make-up assignments for all missed classwork.

**Make-up assignments for all excused absences/tardiness should be requested within three (3) days of the student's return to school or class.** It should be noted that all course work, due to the nature of instruction, is not readily subject to make-up work. The student shall have a reasonable amount of time to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period equal to the number of days absent. **Teachers are not required to provide make-up work for the unexcused student absences/tardiness.** However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

Board Policy 5200 -Attendance, defines Excused School Absence as:

- Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.

*Cutler Bay Middle School • 19400 Gulfstream Road • Cutler Bay, Florida 33157  
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- Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- Death in immediate family.
- An approved school activity (absences recorded but not reported).
- Other absences with prior approval of the principal.
- Attendance at a center under Department of Children and Families supervision.
- Significant community events with prior permission of the principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed. The religious holiday listed on the district's approved list of religious holidays are to be marked with an "X" (this attendance code may not disqualify students from Perfect Attendance recognitions/awards)
- Military Connected Students

**Unexcused Absences:**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence.

**Unexcused absence include:**

- Vacations, personal services, local non-school events, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt)