

**Updates to Administrative Procedure 5113**  
(Student Attendance, Absence and Truancy)

Some absences are unavoidable due to health problems or other circumstances, but when students miss too much school — for any reason— they fall behind academically and will be considered chronically absent. Chronic absenteeism is defined as any absence that exceeds more than 10 percent of the 180-day school year. Absences can add up quickly. Given this guideline, students will be considered chronically absent if they miss 18 school days for any reason. This includes excused and unexcused absences as well as out-of-school suspensions.

Please note the following changes to **Administrative Procedure 5113**:

**Illness of the student:**

- When a student is absent for illness at least three (3) days, a principal *may* request a physician’s certificate from the parent/guardian.
- When a student is absent six (6) days for illness, a physician’s certificate will be required. If a student should need access to a physician, a Prince George’s County Public Schools Wellness Center is available to students and families.

*Students and families who are under-insured or do not have health insurance will be billed on a sliding fee scale based on family size and income. Students and families with health insurance can be reimbursed by their medical insurance provider (i.e. Medicaid, Managed Care Organization or Private Insurer) for services provided at the center. Students will not be denied services due to an inability to pay.*

School-Based Wellness Center	Address
Bladensburg High School	4200 57th Avenue, Bladensburg, MD 20710
Fairmont Heights High School	6501 Columbia Park Rd, Hyattsville, MD 20785
Northwestern High School	7000 Adelphi Road, Hyattsville, Maryland 20782
Oxon Hill High School	6701 Leyte Drive, Oxon Hill, MD 20745

**Reporting Absences by Parents/Guardians:**

- When a student returns to school from an absence, parents/guardians have up to three (3) days to provide a written explanation indicating date and reason for absence.