#PGCPSAttendanceMatters

IT'S NOT IN TO BE OUT OF SCHOOL

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Revisions to Administrative Procedure 5113
Key Definitions

Chronic Absences
When a student misses 10% of school days whether lawful or unlawful absences, including suspensions, for at least:

1. Four (4) days in a quarter
2. Nine (9) days in a semester
3. Eighteen (18) days in a school year

Habitual Truant:
Any student who is unlawfully absent from school more that 20% of any grading period, semester or school year is considered as a Habitual Truant, for at least:

1. Nine (9) days in a quarter
2. Eighteen (18) days in a semester
3. Thirty-six (36) days in a school year
Illness of the student:

3 days - Principal may require a physician’s certificate

6 days - Physician’s certificate will be required. If needed, access is available at a Prince George’s County Public Schools Wellness Center.
Reporting Absences by Parents/Guardians:

Within 3 days of return:
Parents must send in a written Explanation indicating date and reason for absence (email is acceptable)
Students who are considered **lawfully** absent from school or a class **will have** the opportunity to make up missed assignments.

Students who are considered **UNlawfully** absent from school or a class **will NOT have** the opportunity to make up missed assignments.
Make Up Work for LAWFUL ABSENCES

Teachers must provide make up work within 48 hours of receiving an absence note.

# of days to make up missed work will be equivalent to # of days of lawful absences.
Unlawful Absences:

● **After 10 school days of consecutive unlawful absences:** Student will be withdrawn from the school and will be required to re-enroll upon return.

● All enrollment documents will need to be presented (i.e. birth certificate, immunization, proof of address).
Shared Housing
Exclusions
Shared Housing

Shared housing documents must be updated every school year before the 1st day of school.

Shared Housing Documents:
- Shared Housing Affidavit
- Proof of Homeowner
- 2 pieces of mail from the enrolling parent (within the last 30 days)

Failure to provide the required documents: Child will be withdrawn from the school and will be required to re-enroll. All enrollment documents will need to be presented (i.e. birth certificate, immunization, shared housing documents).
Adherence to Immunization Exclusions
IMMUNIZATION EXCLUSIONS...

COMAR Regulation

20 Day Rule
Shots received or appt must be held within 20 calendar days of enrollment or students must be excluded from school.

SY 2019-2020 Timeframe
Students enrolled before or on the first day of school must show proof of being compliant with the immunization regulations by Monday, September 23, 2019.

Exclusion Process
If you received an exclusion letter you must provide updated proof of immunization by Monday, September 23rd. If proof is not provided your child will not be permitted to attend class beginning September 24th.
Families can access medical care at a Prince George’s County Public Schools Wellness Center.