

51 Park Street
Miami Springs, FL 33166

Miami Springs Elementary

ABSENCE NOTIFICATION

Ph: 305-888-4558
Fax: 305-882-0521

Student's Name: _____ ID # _____

Grade: _____ Teacher or Room #: _____

Date(s) Absent: _____

Reason for Absence: Sick/Illness Dr. Appt. Other
Please attach doctor's note when applicable

Parent or Guardian Signature

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 unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within **three** school days upon the return to school will result in an unexcused absence.

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School Board Rule 6Gx13-5A-1.041, Student Attendance—Excused Absences Defined:

- Student illness
- Medical appointment
- Death in family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
- School-sponsored event or activity previously approved
- Educational or enrichment activity that is not a school-sponsored event, as determined and approved by the principal or the principal's designee.
- Subpoena by law enforcement agency or mandatory court appearance.
- Outdoor Suspensions
- Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee.

Child must provide a doctor's note after five (5) consecutive absences.

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School Board Rule 6Gx13-5A-1.041, Student Attendance—Unexcused School Absence Defined:

- Absences due to vacations, personal services, local non-school event, program or sporting activity
- Absences due to older students providing day care services for siblings
- Absences due to illness of others
- Absences due to non-compliance with immunization requirements (unless lawfully exempted)

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

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