

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

Unexcused School Absence: Any absence that does not fall into one of the 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. Failure to provide required documentation within 3 (three) school days upon the return to school will result in an unexcused absence. MDCPS Board Rule: 6Gx13-5A-1.041 is on the back side of this form.

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Excused School and Class Absences

6Gx13- 5A-1.041

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. 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, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. 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.
3. Death in family
4. 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.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

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Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. 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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