

## MCPS Attendance Intervention for High School Students

### Common Language:

- MCPS has purposefully changed the language from Loss of Credit (LC) to Attendance Intervention, please update any documentation you have.
- Attendance interventions are automatic and will be consistent across all high schools
- Unexcused tardies will be recorded and three unexcused tardies will equal one unlawful absence. A tardy is defined as “*late to class*”.
- Students with **three unlawful absences** in a class will be warned of the *possibility of failure* and referred to their counselor and administrator. The counselor will consult with the student and the parents/guardians, verify reasons for the absences, and determine the appropriate interventions.
- Students with **five unlawful absences** in a class will automatically be required to:
  - Submit an appeal of the recording of their absences *if they or their parents believe any absence was recorded incorrectly*.
  - Develop an attendance intervention plan with their counselor/administrator.
- Initiation of an appeal and/or attendance intervention can begin with the student, parent, counselor, or administrator.
- Counselors/Administrators will consult with the teacher regarding requirements for make-up work.
- Attendance appeal and intervention plan forms will be available in the main office, counseling office, and school website.
- An administrator will sign off on the final plan.
- After **five unlawful absences**, if a student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be unlawfully absent, the student will be considered to be *in danger of receiving a failing grade* in that course.
- Appeal and intervention plan forms will be distributed to schools by Friday, September 9, 2011.
- Pinnacle will be used to record attendance.