

MCPS Attendance Policy

In compliance with the Montgomery County Public Schools (MCPS) Attendance Policy/Grading and Reporting Policy, parents will receive three day and five day notifications of unlawful absences. If your student has fewer than five (5) unlawful (unexcused) absences, it is considered a warning. If your student has five (5) or more unlawful (unexcused) absences, your student is in danger of receiving a failing grade. If this happens, students will receive an “E3” on their final semester grade only to designate the attendance failure.

Please remember that students have three (3) days after returning to school from being absent to present a note to the attendance secretary excusing the absence.

Remember that three (3) unexcused tardies equals one (1) unlawful absence. If you believe there is a recording error, please fill out the “Appeal of Attendance Recording” form and submit this to the attendance secretary.

If your student is in danger of receiving a failing grade because of five (5) or more unlawful absences, he/she may appeal for grade restoration. To do this, your student must schedule a meeting with his/her counselor and/or administrator to complete an “Attendance Intervention Plan” as soon as possible. Additionally you are encouraged to schedule a conference to discuss possible approaches to correct your student’s pattern of unlawful absences. Students with five (5) or more unlawful absences who make no attempt to address the problem will fail the course regardless of the earned grade.

More information about student attendance can be found on the MCPS website at **<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jeara.pdf>**.