

Quince Orchard High School
15800 Quince Orchard Road
Gaithersburg, Maryland 20878
301.840.4686

Office of the Principal

October 12, 2011

Dear Parent/Guardian:

In compliance with the Montgomery County Public Schools Attendance Policy/Grading & Reporting Policy, we are sending you a report of your child's current attendance record in each course. Please pay particular attention to the "absent unexcused" and "tardy unexcused" columns. Remember that three unexcused tardies equals one unexcused absence.

If your child has three (3) unexcused absences, consider this letter a warning.

If your child has five (5) unexcused absences, your student is in danger of receiving a failing grade.

Please review this report carefully. If you believe there is a recording error, please fill out the "Appeal of Attendance Recording" form included with this letter and available on the school website. Please submit the form to Ms. Bette Stillwell, attendance secretary, so a correction may be made. For questions, please call Ms. Stillwell at (301) 840-4686.

If your son/daughter is in danger of receiving a failing grade because of five (5) or more unexcused absences, he/she may appeal for grade restoration. To do this, your child must schedule a meeting with his/her counselor 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 child's pattern of unexcused absences. The counseling office number is (301) 840-4650. **Students with five (5) or more unexcused absences who make no attempt to address the problem will fail the course, regardless of the earned grade.**

For your information the policy states:

Regulation JEA-RA, Student Attendance: Students who are unlawfully absent from class five times will be considered to be in danger of receiving a failing grade in that course unless an appeal of attendance recording and/or attendance intervention plan is completed.

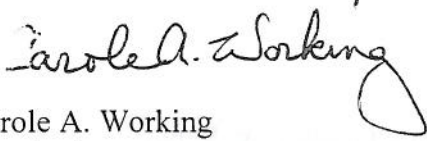
Administration Assignment for 2011-2012

Ms. Hagarty	-	9 th Grade
Mr. Ward	-	10 th Grade
Mr. Banks	-	11 th Grade
Ms. Heller	-	12 th Grade

Counselor Assignment for 2011-2012

A-BE	-	Ms. Mastromatteo
BF-DO	-	Mr. Freeman
DP-HN	-	Ms. Yakubik
HO-LI	-	Ms. Fang
LJ-MC	-	Ms. Mastromatteo
MD-NG	-	Mr. Mullaney
NH-PA	-	Ms. Gaston
PB-SI	-	Ms. Goldstein
SJ-WOO	-	Mr. Prather
WOP-ZZ	-	Ms. Gaston

Sincerely,



Carole A. Working
Principal

Appeal of Attendance Recording

Name: _____ Id: _____ Gr: _____

Part I. Parent/Guardian: If you believe that an absence has been incorrectly recorded, please fill in the chart below. Attach all related documentation. (doctor/medical notes, etc.)

A commitment to school attendance is an essential component of a quality learning experience and regular attendance and engagement are required in order to demonstrate mastery of the material.

INCORRECT UNEXCUSED

<u>ABSENCE DATES</u>	<u>REASON</u>	<u>NOTE ATTACHED</u> Y/N	<u>Approved/Denied</u> (Attendance Office only)

Part II.
 Parent/Guardian Signature: _____ Contact Number(s): _____
 Student Signature: _____ Date: _____

Part III. Attendance Secretary Review: Review unlawful absences.
 Please check: _____ Appeal granted (unlawful absences meet MCPS attendance guidelines and record updated)
 _____ Absences unlawful and Attendance Intervention Plan Form required (refer to counselor/administrator)

Attendance Secretary Signature: _____ Date: _____
