

## **POLICY 5.5: ATTENDANCE FREQUENTLY ASKED QUESTIONS**

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**1. Can my child make up work for any absences?**

Make up work for full-earned credit and grade is allowed for **ALL absences**.

**2. How much time does my child have to submit make-up work?**

Make-up work must be submitted within two days, not including the day of return, for each day of an absence. Previously assigned work is due the day of return. Under extenuating circumstances and at teacher's discretion, additional time may be allowed.

**3. Will the teachers provide my child with the make-up work?**

Teachers will have the make-up work available but it is the student and family's responsibility to get the make-up work. Options include accessing the work on-line, picking up the work at school or by getting notes and assignments from classmates.

**4. Is there a deadline to get absences excused?**

Parents have 2 days (48 hours) in which to report, i.e. the day before, the day of and the day after the absence.

**5. What should I do if the school records my child's absence as unexcused when it was an excused absence?**

Immediately contact the school and provide documentation with a request to have the absence corrected. Follow up with the school administrator if necessary.

**6. What are the acceptable reasons for an excused absence?**

The Attendance Policy allows eight reasons for an absence to be excused. The reasons are: illness of student, illness of an immediate family member, death in the family, religious holidays of the student's own faith, required court appearance, special event, scheduled medical or dental appointment, or student having, or suspected of having a communicable disease

**7. Can my 18-year-old student sign himself out of school?**

No. Regardless of age, parents are responsible for providing signatures for absences, tardiness, and early sign-outs for all students.

**8. How do I ensure that the school has my current contact information?**

Immediately notify the registrar and/or guidance counselor at your school if your telephone number and/or address changes.

**9. How do I access the Attendance Policy?**

The Attendance Policy can be accessed on the District's website at: <http://www.broward.k12.fl.us/sbbcpolicies/docs/Policy%205.5%20Attendance.pdf> or on the Student Services website at: <http://browardstudentservices.com/attendance-resources/>