

### FREQUENTLY ASKED QUESTIONS

**1. How do I get my child's absence excused?**

Parents may call in or send a note to the school stating the reason that caused or will cause the student's absence.

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

Parents have 2 days (48 hours) in which to report an absence.

**3. 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.

**4. 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.

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

- a. Make up work for credit and grade is allowed for **ALL** absences for **middle school students**.
- b. Make up work for credit and grade is allowed for excused absences and suspensions for both elementary and high school students. These students are **NOT allowed to make up work for unexcused absences**.

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

Students are allowed two days from the date of return, to complete and submit the make-up work. **However, work missed due to a suspension is due on the first back in school after the suspension period.** Additional information on time requirement for make-up work is available in the Code of Student Conduct.

**7. 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.

**8. How should I record the absence if parent leaves a telephone message with no reason for the absence?**

Absences can be excused only for the 8 reasons allowed in the policy. If no reason is given, the absence is unexcused.

**9. How do I record the reason for the absence?**

On the A17 panel on TERMS there is a field next to the date that is available to record the reason for the absence. Each reason has an assigned code, e.g., illness of student is 01. The other reasons follow in numerical order as they appear in the Attendance Policy. There is a help feature attached to the field that has the absence codes listed.

**10. How do I access the Attendance Policy Procedural Manual?**

It can be accessed on the District's website with the Policy and also at the following link:  
<http://www.broward.k12.fl.us/studentssupport/sswad/docs/pm.pdf>