

Frequently asked Q & A's from the Byron High School/Middle School Attendance Office

Q – If my student is absent, what should I do?

A – You may call the attendance line to report your student's absence at 810-266-4713 OR your student has 3 school days to turn in an excuse note. After 3 days the absence becomes unexcused.

Q – What do I need to put on an excuse note for my student?

A – An excuse note should contain: **Students first AND last name, date(s) of absence, reason for absence, and parent/guardian signature.**

Q – What is considered an absence?

A – An absence is any instructional class time that is missed. Examples of excused absences include but not limited to: sickness, doctor/dental appointments, funerals, court. Examples of unexcused absences include but not limited to: sleeping late, faulty alarm, car trouble, skipping. School related activities are not considered absences. Examples of School related activities include but not limited to: Field trips, school testing programs, organizational contests/activities.

Q – How many class hours can my student miss before it is considered a full day absence?

A – Attendance is taken on an individual class basis. Students are counted absent for only the classes that they miss. 10% of missed class time = an absence.

Q – How many absences can my student have?

A – The BHS handbook states: “A student who is absent more than 10% of the instructional time in any class during each semester will not receive credit or a passing grade for the class unless the student has achieved a passing semester grade and has passed the final exam with a 78% or better.” 10% = 10 absences at the high school and middle school.

Q – Why do I need a medical verification note from my doctor/dentist?

A – Medical verification (official note from doctor/dentist office) is coded in the computer as MED. At the end of each semester, a student that has exceeded the 10% of instructional time in a class will be reviewed. (Over 10 days absent per class). The review will look at the student's absences and take the MED code into consideration.

Q – What's the purpose of a pre-excused absence?

A – A pre-excused absence is considered an absence, even though it is preapproved. A pre-excused absence lets a student know their absence count for each class. It gives a teacher advanced notice that a student will be gone from their class, giving them an opportunity to give assignments or discuss other instructions. In the case of mass pre-excused absences, it allows the attendance office to inform the kitchen staff of major attendance drops for their daily food preparations.