

Franklin Middle School Attendance Procedures

Parents should notify the school prior to, or at the start of, the school day when their child will be absent. When a student has been absent from school, the parent must send notification citing the reasons for the absence no later than three days following the students' return to school. Whether or not the notification is received, absences are either coded as:

Excused Absences

or

Unexcused Absences

Examples include, but are not limited to, illness, injury, funeral, legal obligations, medical procedures, suspensions, religious and cultural observances, military obligations, emergency conditions, civic engagement (one school day per year), and/or any other reason deemed acceptable by the principal.

The most common unexcused absence is when no appropriate explanation is given for an absence. Please avoid this by reporting absences within three days of when the student returns to school.

Other examples of unexcused absences include missing a bus or ride to school, prearranged absences without prior notification or approval, sibling care provided by older students.

To avoid chronic absenteeism (absences that total more than 10% of the school year), our team has implemented the practices below, in alignment with FCPS and VDOE expectations.

Number and Type of Absences:	Person Responsible:	Action:
3 Unexcused Absences	Attendance Team Member	<p>Communication home to remind family of attendance requirements, usually via Talking Points app.</p> <p>Sample Message: <i>"We noticed your student currently has 3 unexcused absences. Attendance is important! If you know your student will be absent, please go to submit an attendance form."</i></p>
5 Unexcused Absences	Clinical Staff (Counselor, Social Worker) and Administrator	<p>Attendance Secretary notifies:</p> <ul style="list-style-type: none"> - Admin for student - Clinical Staff <p>Parents/Guardians are contacted by counselors or other members of the clinical team, and a conference is held with parents/guardians to discuss attendance and develop a plan to minimize future unexcused absences.</p>
10 Absences (excused or unexcused)	Administrator	<p>Attendance Team notifies:</p> <ul style="list-style-type: none"> - Administrator will call home - Clinical Team <p>If unexcused, a conference must be held with administrator, clinical staff, and family; the attendance officer is notified.</p>
11+ Unexcused Absences	Administrator	<p>Attendance Team refers the case to the Attendance Officer for our school and notifies appropriate staff (clinical, administration) and parents/guardians.</p>