

Attendance Policy/Absence Note Procedures

Please make sure you read and understand the [MCS Attendance Policy](#).

It is of utmost importance for your student to arrive at school on time, remain in school all day and to be at school every day.

There are two methods for submitting Excuse Notes for Student Absences. You may use PowerSchool Parent Portal OR the attendance email.

Submitting Excuse Notes for Student Absences in PowerSchool Parent Portal

The procedure for submitting an absence excuse in PowerSchool Parent Portal is as follows:

1. Open the PowerSchool App on your Phone
2. Click on More at the very Bottom of the screen right below the 3 dots
3. Click on **FORMS**
4. Click on **Student Absence Form**
5. Enter the information, upload document if available, **SUBMIT**

OR

1. Log into the Parent Portal Account on your computer (<https://madisoncs.powerschool.com/public>)
2. Click on **FORMS** in the left Navigation Bar
3. Click on the **Student Absence Form**
4. Enter the information, upload document if available, **SUBMIT**

Submitting Excuse Notes for Student Absences via email

Parents/guardians may submit an absence excuse to mtesattendance@madisoncity.k12.al.us

This includes parent notes and doctors' notes.

Please take a screenshot of the doctor's excuse and attach in the email if applicable.

In the body of the email include

Student Name
Teacher Name
Date (s) of absence (s)
Reason for absence (s)

Please attach the doctor's excuse.

Our spam filter often blocks emails to mtesattendance@madisoncity.k12.al.us if you send a picture (doctor's excuse) without text in the body of the email.

In the body of the email include

Student Name
Teacher Name
Date (s) of absence (s)
Reason for absence (s)

Please attach the doctor's excuse.

Also, you will **ALWAYS** get an auto reply email ("Received, thank you") if the email is received. If you do not receive the auto reply then the email was blocked and please attempt to resend.

PLEASE ONLY DO ONE SUBMISSION PER ABSENCE (don't submit in PowerSchool and via email).

City of Madison Board of Education's Code of Student Conduct
VII. ATTENDANCE

C. Parents' Explanation of Absences, Tardies, and Early Checkouts.

Parents must provide a written explanation of each student's daily tardiness, absence from school, or early checkout to the student's teacher or school office in accordance with Ala. Code § 16-28-15 of the Alabama Code. The explanation must be provided within three school days of each absence or tardiness or consecutive absences. If a written explanation is not provided within this period, the student's absence(s) or tardiness will be classified as truant and left unexcused.

D. Present, Absent, Tardy, or Early Checkout.

The Board also believes that regular, full day, and punctual student attendance promotes learning and a sense of personal responsibility in the student. Valuable instructional time and learning sequences and experiences are missed when a student is not in school.

A student must be in attendance for at least one-half of the instructional day to be counted present for the day, otherwise the student is counted absent. Parents should contact the school to determine what portion of the day constitutes one-half day of instruction.

For a student to be counted present for the day, the student must arrive at 7:40 and has to remain in school until 11:15. Anytime after 11:15, the student will be marked tardy/checkout (excused or unexcused - depending on the reason).

For a student to be counted present for the day, the student must check in by 11:05 or before and has to remain in school until 2:40. The student will be marked tardy/check in (excused or unexcused - depending on the reason).

Excessive tardiness will be addressed as truancy.

E. Excused Absences, Tardies, and Early Checkout.

In accordance with Madison City Schools'

Policy 6.1.4, absences, tardies, and early checkouts will be excused for the following reasons:

1. Personal Illness
2. Hospitalization
3. Emergency
4. Death in immediate family
5. Court subpoena
6. Religious holidays
7. Absences approved by the principal (to include out-of-school suspension) See Policy 6.18 Student Suspension (including Students with Disabilities)

Early checkout for convenience is not consistent with regular attendance and shall not be approved.

An early checkout may be classified the same as an unexcused tardy.

H. Excessive Excused Absences.

Grades K-5. A student may have a total of ten days of excused absences per academic year with a written excuse from a legal custodial parent.

After the excused absences permitted above have accumulated to their respective limits for a student, the student's absences will be classified as unexcused unless documented by a doctor's statement or a satisfactory written explanation is provided to the Principal.

J. Unexcused Absences or Tardies.

Any absence or tardiness not excused will be classified unexcused.

K. Work Makeup, Unexcused Absences.

Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences.