

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.

The only method for submitting excuse notes for student absences or tardies is to use Droplet.

Allow 48-72 hours for the absence to be changed and the system to update.

ALL excuse notes should be submitted in Droplet.

The attendance email has been disabled.

Submitting Absence/Tardy Excuse Notes in Droplet

Parents/guardians may submit an absence/tardy excuse in Droplet

Student Absence Excuse

<https://app.droplet.io/form/NLjMZ0>

Scan the QR Code



Complete all required sections

Upload Doctor's excuse, if needed

SUBMIT

Droplet can be found in ParentSquare

IN THE APP - Go to More > Links > Absence Excuse Note

ON THE WEBSITE - Go to More > Links > Absence Excuse Note

Droplet can be found in PowerSchool

IN THE APP - NOT AVAILABLE

ON THE WEBSITE - Go to Attendance History > Scroll to the bottom > Go to Absence Forms - Absence Tardy Excuse

Madison City Schools Code of Student Conduct

Topic 1.08: 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.

1. The Board believes that the student's right to attend public school places a joint collateral responsibility upon the parent and student for the student to be faithful and punctual in attendance. 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..

2. 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. To promote student and school safety and to facilitate proper accounting for students, parents shall deliver tardy students to the school office and sign them in to school.

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).

3. For grades K-5. 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.

1. 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.

3. 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. In accordance with Madison City Schools Policy 6.18, suspensions are counted as excused absences.

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.