



Mills U.S. High School

visit : mills.pcssd.org

Dear Parents,

See our expectations for attendance. Converse with your students daily about school. All excuses have to be reported by parents. We do not accept students' excuses nor phone calls. You can email, fax, or send a written letter.

School-wide Attendance with clarification for Virtual Students

Attendance for the district is outlined in the Student Handbook on pages 44-45.

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/459892/2020-2021_Student_Handbook_FINAL-7.21.2020.pdf

The plan includes the following:

1. 10 minutes not logged in =tardy
2. 30 minutes missed at any time is absent. Teachers, do not worry about going back changing it. The parents must contact the attendance clerk, Ms. Clemmons, with the proper documentation for the excuse.

3. Virtual Passes will go in as excused as well as the excused absences outlined in the handbook on the aforementioned pages.

Students can get 6 written parent excuses. Medical and COVID are treated differently or outside the six parent notes. See the excused, written acceptances.

In addition, **6 excused Virtual passes** for whatever reasons for A or B-day and traditional students to do a virtual day. (If a student misses two classes in person and the parent opts to use the virtual pass, it is for the entire day whether they show up in-person or not. **The students can not submit this request; a parent must do so via email with the attendance clerk (no phone calls).** They can also send the virtual pass within the window indicated in the handbook (5 days). It will be placed in the system after you code the absence and the clerk vets the virtual pass to be coded as excused.

This gives students and families flexibility that may be needed with wifi issues and more. **12 total excused absences not including medical. This is for each semester.**

