

Northeast High School Attendance Policy 25-26

Regular attendance is paramount for success in high school. Students who are frequently or repeatedly absent from school may not meet the minimum requirements necessary to receive credit in a class and/or to graduate. The policy is as such no matter if the absence is excused or unexcused once your student misses 9 days, they can be at risk of having credit withheld. Once a student reaches 18 days, they are considered to have chronic absenteeism and the student's alpha counselor will be notified along with the PPW and credit can be withheld.

FULL DAY ABSENCES:

Parent(s)/legal guardian(s) can log into their [PowerSchool Parent Portal](#) account and complete the 2025-2026 AACPS Absence Reporting Form. This form is **ONLY** for a full day absence. You still need a note, and you have only 3 days upon return to provide this note. After 3 days the absence will be coded unlawful. AAU sports are **UNLAWFUL** absences. A lawful absence consists of one of the following reasons, illness, death in the family, court order, other emergency or an activity approved by the principal.

Doctor's notes can be dropped off to the attendance secretary Ms. Gray or emailed to Wmgray@aacps.org.

A Doctor's note is **required** for illnesses five (5) consecutive (or more) school days.

It is the student's responsibility to arrange make-up work with individual teachers.

Any student who leaves during or after 1st period or arrives during 4th period will not receive attendance credit for the day all students must be present at least 2 full periods to receive credit

EARLY DISMISSAL:

Requests should be reserved for important matters that cannot be accomplished outside of regular school hours. Due to the traffic flow at dismissal all pick-ups must be done before 3p.m.

The parent/legal guardian must report to the attendance office with their photo I.D. and sign their student out. Once the parent is verified, then the student will be called from their classroom for dismissal. Parents will be asked to wait out in the vestibule for their students.

PLEASE NOTE: The only people who are authorized to pick up a child are the parents/legal guardians. If the parent/legal guardian wants someone else to pick up their child, **including step parents**, please complete the [Authorized person\(s\) for pick-up](#) form. We will verify the person's ID when they come in and sign out the student. Please include the name of the person picking up, the time and reason.

Parents or legal guardians requesting a student to self-transport (should only be Juniors and Seniors with valid parking permits) or walk home – the parent must call to give authorization. After the parent has given permission, the student **MUST** sign out in the attendance office before leaving the building.

NOTE: Classroom Interruptions Are **NOT** Permitted During Testing

Students who are ill **MUST** be seen and dismissed through the Health Room.

There is **ABSOLUTELY NO LEAVING** the building during school hours to get lunch. If a student is caught doing so disciplinary actions will be followed by the student's alpha assistant principal.

LATE ARRIVAL TO SCHOOL (TARDY):

The school day for all students begins promptly at 8:30am. Any student who arrives AFTER 8:30 am **MUST REPORT TO THE TARDY DESK** (or if the tardy desk is closed), **REPORT TO THE ATTENDANCE OFFICE** for a pass to class.

For students arriving late, parents/legal guardians can send an email or a note with the reason their student is tardy to school. Please include the following information:

Student first and last name. Date, Reason student is tardy, Parent/legal guardian signature.

Do not just write "please excuse my student's tardy" without a reason because it will be marked unexcused. Every note must have a reason.

Athletics and Exams:

Students taking part in any extra-curricular programs (athletics, band, dance, drama, etc.) **MUST** be **ON TIME** and in attendance for the **FULL** day of school to be eligible to participate in the practice, game, performance, or activity. Exceptions must be approved in advance by the Athletic Director, Mr. Ken Miller and your students' alpha Assistant Principal. 24-hour notice is required.