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DR. KANDACE BETHEA

Superintendent

Dear Parent(s) or Guardian(s):

Your child, _____, has been identified as having excessive absences in a course. He/she is in danger of being in violation of our district's administrative rule to board policy JH which states the following:

Denial of credit for high school students will uniformly occur at the 11th absence per yearly course (sixth absence per semester course). Credit for any course will be denied if a student does not meet attendance requirements. This means that any number of absences greater than 10 per 1-unit course (or 5 for a .5-unit course) will require the student to make up time to accrue the 120-hours (1-unit) or the 60-hours (.5-unit).

The table below shows the number of absences your child has accumulated.

Class	Number of Absences

In accordance with MCSD Board Policy, any absence (medical, parental, legal, OSS, unexcused, etc.) must be counted when determining whether or not the 120-hour seat time requirement (for a 1-unit course) has been met. To be counted present for any period, high school students must be present for 75% of the instructional period.

If a student exceeds 10 absences for a semester class, they will have to make up seat time hours for every absence over that number. In accordance with MCSD Attendance Recovery Procedures, a student can recover up to 5-days of attendance per 1-unit course. Any student earning a passing grade but exceeds 15 days of absences will receive a grade of FA recorded as the final grade on his/her report card.

Please note the maximum number of absences change for classes that last 9 weeks or a quarter. If the student exceeds 5 absences for a quarter class, they will have to make up seat time hours for every absences over that number. The maximum number of days that can be recovered are 5. Anything over 10 days absent in a quarter class will result in an automatic FA.

Each high school in Marion County School District has a Recapture Program which will assist your child in recovering attendance days for the course(s) identified as deficient in the total required number of days of attendance. Transportation will be provided by the family of a student who wishes to participate in the school's attendance recovery program. Your child must report on time to the designated location and remain until dismissed in order to receive credit for attending. He/She will be required to sign in and out daily. Participating students are expected to adhere to the Marion County School District Code of Conduct while in attendance. Students will be required to work on assignments during this time.

Please complete, sign and return this letter to the Guidance Department with your decision. You may contact the school should you have additional questions or concerns.

PLEASE CHECK ONE:

_____My child WILL attend the Recapture Program to recover seat time for course credit. I understand the guidelines which have been established.

_____My child WILL NOT be attending the Recapture Program at this time. I am aware that a specific number of attendance days must be met in order to receive course credit.

Parent Signature_____

Date_____

Sincerely,

Principal