

February 22, 2018

Dear Parents/Guardians,

To ensure that all attendance is accurately monitored at Maury Elementary School, we are providing you with the following excuse note protocol, effective **immediately**.

Excuse notes must be submitted by e-mail through our communication e-mail address, Mauryattendance@dc.gov or in writing to Ms. Marchesini, or Mr. Koontz. Please note the following important information.

Student absences will only be excused if they meet one of the legal reasons below:

- Medical or dental appointment for the student
- Death in the student's immediate family
- Exclusion due to quarantine, contagious disease, etc.
- Necessity for a student to attend a judicial proceeding as a plaintiff, defendant, witness or juror
- Observance of a religious holiday
- Visiting a parent/guardian who is deployed on military duty (before, during or after deployment. Documentation may be required)
- Lawful exclusion or expulsion by school authorities
- Temporary facility closings due to weather, unsafe conditions or other emergencies
- Failure of DC to provide transportation where legally responsible
- Emergency or circumstances approved by LEA

When school-aged students are absent from school, *without a written excuse indicating lawful reason for the absence*, the absence will be deemed **unexcused**, regardless whether the student has parental approval.

Parents have a maximum of 5 school days from the date of the students return to school after an absence to provide a note of excuse. The note must include a written explanation of the reason for the student's absence. Parents/guardians may e-mail, write their own note, or use the DCPS template excuse note provided by the school.

If a student has been absent for 5 or more consecutive days, we are required to ask for a doctor's note. Any and All medical/doctor's appointments **require** the submission of a doctor's note.

For more information on the DCPS attendance policy, please visit the DCPS web page at <https://dcps.dc.gov/attendance>.

Educationally Yours,

Caroline Albert-Garvey,
Principal