



Lake Mary High School Attendance Policy

Please note within the Lake Mary High Attendance Policy, **we do not accept parent notes to excuse student absences or tardies.** The only notes that are accepted to excuse student absences or tardies are as follows:

- (1) Medical treatment provided by a licensed health professional-*via official document*. This includes, but not limited to, a doctor, orthodontist, dentist, chiropractor, psychologist, vision, etc.
- (2) Observance of religious practices or a religious holiday.
- (3) Law enforcement order or court subpoena-*via subpoena document*.
- (4) Death of a family member-*via death certificate, funeral program, obituary, etc.*
- (5) Traffic accident that directly involved the student-*via accident report*.
- (6) College visits for Junior and Seniors- *2 days per year via official document*.

This documentation must be turned into the Attendance Office within 5 school days of the student returning to school. After this date, notes will not be accepted and the absence will be recorded as unexcused.

Student will lose credit for any class once they reach the 10th unexcused absence in a **semester**, regardless of a passing grade.

Guidelines for Make-up Work

A student who is absent is required to make up all coursework missed, regardless of whether the absence is **excused or unexcused**. It is the student's responsibility to obtain assignments upon returning to class immediately following an absence.

The student shall have no less than the number of days he/she was absent to complete and hand in make-up work for credit. Specific arrangements must be made with the student's teacher(s).

Make-up Time

A student who has lost credit due to having 10 or more unexcused absences is eligible to make up time they have missed in order to reinstate their credit provided they received a passing grade.

- (1) Serve a Saturday School (make up 2 hours)
- (2) Serve a Wednesday detention (make up ½ hour)
- (3) Attend a Guidance sponsored tutoring session (make up 2 hours)

A signed Attendance Contract must be signed before any time can be made up. For more details, please visit the Attendance Office.