

Hello CMIT South MS/HS Families,

As we begin the new school year, we want to make sure all parents and students are aware of the CMIT South attendance policies. At CMIT South we follow the PGCPs attendance policy AP 5113 and recently PGCPs has updated its attendance policies. Below are some quick bullet points of the updated attendance policies:

- CMIT South will now start using the new google form [2021-2022 Absence Reason Notification Form CMIT South Middle/High School](#) for all students who will be absent from school. This form will serve as the official means of parent/guardian notifications for student absences.
- CMIT South is no longer taking paper excused/doctor notes. When a student is going to be absent please fill out the new google form [2021-2022 Absence Reason Notification Form CMIT South Middle/High School](#). This form will be sent straight to the attendance manager.
- If a student's absences reach six days a physician's certificate will be required. Please send the physician's certificate directly to the school's attendance manager at attendance@cmitsouth.org.
- Parents are the only ones who can fill out the form and email the attendance manager about a student who is absent. A student **cannot** send the email or fill out the google form, the absence will not be excused if a student does it.
- The google form must be filled out **within 3 days** of the student's absence, otherwise, the absence **will not be excused**.
- Students who are considered unlawfully (**unexcused**) absent from school or a class will not have the opportunity to make up missed assignments.
- Here is the link to the **2021-2022 Absence Reason Notification Form CMIT South Middle/High School Form**: <https://forms.gle/doKYupBsN18Qh1SR6>

Once again these are just some of the new updates that PGCPs has put in the attendance policy AP 5113. We encourage all parents to read the full updated attendance policy here:

- <https://www.pgcp.org/globalassets/offices/general-counsel/docs---general-counsel/administrative-procedures/administrative-procedure-5113-student-attendance-absence-and-truancy-1.18.21.pdf>

For all attendance-related information or questions please direct it to attendance@cmitsouth.org.

Thank you.