

Hello CMIT South MS/HS Families,

As we begin the new school year, we want to ensure that all parents and students know the CMIT South attendance policies. At CMIT South we follow the PGCPS attendance policy AP 5113. Below are some quick bullet points of the attendance policies:

- CMIT South will use the google form [2022-2023 Absence Reason Notification Form CMIT South Middle/High School](#) for all student's absences. This form will be the official means of parent/guardian notifications for student absences. Parents can also email attendance@cmitsouth.org when their student will be absent.
- CMIT South **does not take** paper excused/doctor notes. When a student is absent please fill out the google form [2022-2023 Absence Reason Notification Form CMIT South Middle/High School](#). This form will be sent straight to the attendance manager.
- 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. This can be emailed as well.
- Students who are considered **unlawfully (unexcused) absent** from school or a class will not have the opportunity to make up missed assignments.
- A doctor's note is needed if a student is reported absent for three school days for an illness and a physician's certificate will be required if a student's absences reach six days. Please send the physician's certificate to the school's attendance manager at attendance@cmitsouth.org.
- **Mental Health Day.** Students may receive as an excused absence one (1) day of absence in each semester of each school year for a student's mental health needs. A note from a physician to excuse a student's absence for mental health needs is not required.
- Here is the link to the **2022-2023 Absence Reason Notification Form CMIT South Middle/High School Form**: <https://forms.gle/QCb1Xu2ytD9vUToW6>

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.pgcps.org/globalassets/offices/general-counsel/docs---general-counsel/administrative-procedures/5000/administrative-procedure-5113---student-attendance-absence-and-truancy.pdf>

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

Thank you.

