



# Sheppard Pratt School

## Student Attendance Guidelines and Procedures

### **Maryland Student Records System Manual, 2020**

- **Present/Attending versus Absent/Not Attending**

A student is “present” or “attending” if the student is attending an instructional program approved by the State, local school system, and/or school. This means a student is physically on school grounds or is participating in instruction or instruction-related activities at an approved off-grounds location. A student is “absent” or “not attending” if the student is not physically present on school grounds and not participating in instruction or instruction-related activities at an approved off-grounds location for less than 10% of the school day

- **Full/Partial Day Attendance**

Per the Maryland Students Records Manual, a student is reported for a full day of attendance if the student is attending an instructional program approved by the State, local school system, and/or school for greater than half of the school day. A student is “present” or “attending” for a partial day of attendance if the student is attending an instructional program approved by the State, local school system, and/or school for 10% to 50% of the school day.

### **Sheppard Pratt Schools**

At Sheppard Pratt Schools, a student who attends school for greater than 50% of the school day will be marked present (P), full day, a student who attends school for 10-50% of the school day will be marked partial day present (PP), and a student who is not present for at least 10% will be marked absent, in accordance with guidance provided in the 2020 Maryland Student Records Manual.

### **Virtual Attendance**

Students may receive virtual instruction as determined by the IEP team at any time throughout the school year. Any student attending virtual instruction will be marked present for the school day providing the student participates in and meets all criteria for the virtual instruction program agreed upon by the IEP team.

### **Recording Attendance**

Sheppard Pratt Schools maintain attendance records in SEPHSims, an internal data management system. Each Sheppard Pratt School will have a designee responsible for recording student attendance in SEPHSims. Designees will also be responsible for verifying absences/tardiness and recording arrival and dismissal times for students who are marked as partial day attendance. This information must be recorded in the comments section of the attendance record.



# Sheppard Pratt School

## Student Attendance Guidelines and Procedures

The following codes will be used to record absences for Sheppard Pratt School students.

P = Present, PP = Partial Day Present, 00 = Virtual Learning, E = Excused by School Administrator, U = Un-excused, 01 = Death in immediate family, 02 = Illness of student, 04 = Court Summons, 07 = Violent Weather, 08 = School related or approved work, 09 = Observance of religious holiday, 10 = State Emergency, 13 = Other LSS Emergency, 17 = Health Exclusion, 18 = Suspension, 19 = Lack of authorized transportation, 20 = Truancy, 21 = Other Unlawful Absence, --- = Discharged, Pns = Planned No School, CC = COVID Closure, Uns - Unscheduled No School, Np = Date Not Yet Occurred / Student not Enrolled Yet

### Lawful Cause of Absence - COMAR 13A.08.01.03

Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions.

Attendance Code	Description
00	Virtual Learning
01	Death in the immediate family. The LEA shall determine what relationships constitute the immediate family.
02	Illness of the student. The principal shall require a physician's certificate from the parent or guardian of a student reported continuously absent for illness.
04	Court Summons
07	Hazardous weather conditions. This shall be interpreted to mean weather conditions which would endanger the health or safety of the student when in transit to and from school.
08	Work approved or sponsored by the school, the LEA, or the State Department of Education, accepted by the local superintendent of schools or the school principal, or their designees as reason for excusing students.
09	Observance of a religious holiday
10	State of Emergency
13	Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.
17	Health Exclusion
18	Suspension
19	Lack of authorized transportation (does not include students denied authorized transportation for disciplinary reasons).
22	Pregnancy and parenting related conditions



# Sheppard Pratt School

## Student Attendance Guidelines and Procedures

### **Unlawful Cause of Absence - COMAR 13A.08.01.04**

An absence, including absence for any portion of the day, for any reason other than those cited as lawful is presumed unlawful and may constitute truancy. Local Education Agency's may add specified criteria for unlawful absences to local board approved attendance policies.

<b>Attendance Code</b>	<b>Description</b>
<b>20</b>	Truancy: A truant is a student (age 5 through 20) who is absent without lawful cause as defined in COMAR 13A.08.01.03 from attendance for a school day or portion thereof
<b>21</b>	Other unlawful absence

### **Excessive Absences**

When a student is absent for ten consecutive or cumulative days, Sheppard Pratt Schools will alert the Local School System via email of the students' absences and provide the dates and reasons for the absences. The school will then await guidance from the Local School System.