

# Air Base K-8 Center MSO Attendance Information & Procedures

Attendance is critical to the academic success of students. By attending all classes daily, students are more likely to keep up with daily lessons and assignments in order to achieve academic success. While enrolled in My School Online (MSO), students are expected to: log into live sessions with their teachers each and every school day, attend online classes as scheduled, be prepared to start online classes on time, and demonstrate appropriate digital citizenship behavior (NETIQUETTE) while online.

Daily school attendance will be taken every school day during the students' LIVE session with their homeroom teacher.

Students who log into K12 to do their daily assignments, but **do not** log into the live sessions with their teachers are considered **absent**.

## Excused vs. Unexcused Absences

**Excused Absence:** My School Online will follow established district attendance policy regarding excused absences as defined in School Board policy, 5200 – Attendance. If a student's excuse for being absent doesn't meet the criteria set forth in the school board attendance policy for excused absences, his/her absence will be considered unexcused.

**Unexcused Absence:** Any student who has been absent from school will be marked with an **unexcused absence** until the required documentation is received. **Failure to provide the required documentation within five school days will result in an unexcused absence.**

## Procedures for Parents to Submit a Request to Excuse an Absence/Note to School

Absences shall be reported to Air Base K-8 Center by the parent/legal guardian no later than **five (5) days** from the date of the absence. There are three ways to submit a request to excuse an absence/submit a note to the school:

- **VIA EMAIL:** Send an email to [0041attendance@dadeschools.net](mailto:0041attendance@dadeschools.net) (the ABK8 Attendance Office)
  1. Subject: "Request to Excuse an Absence"
  2. Include: student's full name, ID number, and date(s) of the absence
  3. State the reason (sick, death in family, etc.) for the absence, attach documents, as needed
- **VIA THE PARENT PORTAL OR MOBILE APP:** Use the link in the Parent Portal or Mobile App for reporting attendance
- **IN-PERSON:** Parents who wish to submit documentation in person may do so in the Main Office

***Failure to report and explain an absence(s) within five days shall result in an unexcused absence(s).***

## Individual Class Attendance

Students will be counted in attendance to class if they log into their teacher's LIVE sessions. Students must enable the camera function on their computers so that the teacher can identify them.

- **Elementary:** log into their teacher's LIVE session at the beginning of the school day and each time they change teachers.
- **Upper Academy:** log into their teacher's LIVE session at the beginning of each class period/block.

Students who log into K12 to do their daily assignments, but **do not** log into the live sessions with their teachers are considered **absent**.

## Tardy

A student is considered tardy to school if they are not present at the moment attendance is taken. If a student is not present when school attendance is taken but is present later in the school day (is late to the assigned class or arrives for another assigned class), that student is considered tardy to school. Log in EARLY to ensure on-time attendance! **If your child reports to class AFTER attendance is taken, they will be marked absent. It is the parent's responsibility to email the Attendance Office ([0041attendance@dadeschools.net](mailto:0041attendance@dadeschools.net)) to request to change an absence to tardy.**

## Excused Early

With the increased flexibility afforded by distance learning, it is still the responsibility of parents and students to ensure they are present for LIVE class sessions. Every attempt to plan medical appointments and such around that responsibility. Should it become necessary for your child to be excused from school early (your child will NOT be attending a LIVE class session(s) AFTER have been present in class), **it is the parent's responsibility to email the Attendance Office ([0041attendance@dadeschools.net](mailto:0041attendance@dadeschools.net)) to report and explain the reason for your child being Excused Early from school.**