

Air Base K-8 Center

Attendance Information & Procedures for Parents

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

MSO SCHOOL ATTENDANCE

Daily school attendance will be taken every scheduled school day during the students' first class of the day. Students are to be counted in attendance to school if they log into the first class of the day.

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 and Excuse Admit / 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. Parents have three ways to submit an admit:

- **VIA EMAIL:** Send an email to 0041attendance@dadeschools.net (the ABK8 Attendance Office)
 1. Subject line: "Excused Admit"
 2. Include the 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 available in the Parent Portal or Mobile App to submit an admit to the Air Base K-8 Center Attendance Office
- **IN-PERSON:** Parents who wish to submit documentation in person may do so in the Main Office

Failure to report and explain the absence(s) shall result in unexcused absence(s).

Individual Class Attendance

Students will be counted in attendance to class if they log into their teacher's live sessions.

- In the elementary, students will log into their teacher's live session at the beginning of the school day and each time they change teachers.
- In the middle school, students will log into their teacher's live session at the beginning of each class period/block.

Students must enable the camera function on their computers so that the teacher can identify them.

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 the attendance is taken. If a student is not present when school attendance is taken but is present later in the school day for another assigned class, that student is considered tardy to school. Log in EARLY to ensure on-time attendance!