

# Montford Middle School

## Attendance Procedures



### Whom do I contact to get absences excused?

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### My student is absent today. What do I do?

**BM Students** – This means your student is physically not on campus. You should contact Ms. Blomeley or Mr. McDonald to get the absence excused. If you want, your student is allowed to work online and join live sessions. This is not required because your student is absent. Example #1: you are going out of town, but you do not want your student to get behind on instruction or their assignments - your student is ABSENT but you are welcome to join live sessions and work. Example #2 – my student has doctor's appointments today and will be out from school. Your student is ABSENT today and would not join live sessions, but will have to complete make-up work as normal when they return to school.

**DA Students** – This means you are not planning to log in to any live sessions today. Example #1. My student is sick and unable to work today. Example #2 We are traveling and I don't expect my student to work while we are out of town. Contact Ms. Blomeley or Mr. McDonald to get the absence excused.

### My student is DA but had some technical difficulties today and could not join the live session to count for attendance.

Contact the teacher's class you missed.

### My student has tested positive or is required to quarantine for 14 days.

Your student is switched to a temporary DA status. They should follow the DA guidelines for attendance. Students are expected to attend each class, every period, and follow their regular schedule. They should join live sessions on Canvas to count for attendance. If they do not join the live session, they will be marked absent by the teacher. If your student is sick and will not be working, contact Ms. Blomeley or Mr. McDonald to get the absences excused.