

## **ATTENDANCE REPORTS:**

REMEMBER - Incoming transfer students are subject to follow all policies of the educating (receiving) district. Your district's policies, including the attendance policy, supersede all other attendance policies.

This form is still used the same way to report absences. You are only required to complete this form if your district has an attendance policy.

### **For districts on trimesters:**

Attendance reports must go out on the third absence, again one absence prior to the student losing credit, and immediately after credit is lost. After the loss of credit, please continue to record any subsequent absences. We cannot adequately stress the importance of completing these forms in a timely manner.

On the third absence, you should check the "warning notice" box.  
On the absence prior to loss of credit, you should check the "credit doubtful" box.  
On the absence that causes loss of credit, you should check the "credit lost" box.

### **For districts on semesters:**

Attendance reports must go out on the fifth absence, again one absence prior to the student losing credit, and immediately after credit is lost. After the loss of credit, please continue to record any subsequent absences. We cannot adequately stress the importance of completing these forms in a timely manner.

On the fifth absence, you should check the "warning notice" box.  
On the absence prior to loss of credit, you should check the "credit doubtful" box.  
On the absence that causes loss of credit, you should check the "credit lost" box.

**You, the instructor,** are responsible for a copy to the parents and **EMAILING** a copy to the student's home school and to Jennifer Perry at the DCTC office. The DCTC will **NO** longer be accepting **PAPER** copies. Please keep a copy for your records.

**IF A STUDENT IS FAILED FOR EXCESSIVE ABSENCES, THE ABSENCES MUST BE DOCUMENTED AND THIS PROCEDURE FOLLOWED. IF NOT, YOU CANNOT FAIL A STUDENT FOR ABSENCES.**

Once a student goes over the 10-day absence limit, the student will be given the grade of "E" for the semester. The student will be allowed to appeal at the school that houses the CTE program— NOT at the student's HOME school (with the exception of the Cosmetology program - students will appeal at their home school.

### **School Attendance Contacts**

**Airport - Diane Long - [dlong@airport.school](mailto:dlong@airport.school)**

**Flat Rock - Jan Logan - [jlogan@flatrockschools.org](mailto:jlogan@flatrockschools.org)**

**Gibraltar - Karen Maina - [mainak@gibdists.net](mailto:mainak@gibdists.net)**

**Grosse Ile - Theresa Arist - [arist@gischools.org](mailto:arist@gischools.org)**

**Huron - Andrea Hermanson - [hermansona@huronschools.org](mailto:hermansona@huronschools.org)**

**Riverview - Teresa Zolynsky - [zolynsky@riverviewschools.com](mailto:zolynsky@riverviewschools.com)**

**Southgate - Jonathan Imes - [imesj@sgate.k12.mi.us](mailto:imesj@sgate.k12.mi.us)**

**Trenton - Ronald Diroff - [diroffr@trentonschools.com](mailto:diroffr@trentonschools.com)**

**Woodhaven - Philip Short - [shortp@wbsdweb.com](mailto:shortp@wbsdweb.com)**