

### **If your child is absent from school:**

- Please contact the main office secretary at (248) 746-8590
- If your child visits a physician, please submit a **doctor's note to the main office**.

### **Excessive absence policy**

- Chronic absence means missing 10% or more of the school year (equivalent to 18 days out of a 180 day school year).
- Anything more than 5 days per quarter is considered excessive unless medical documentation has been submitted to the main office.

### **Policy for addressing excessive absences is as follows:**

- 6 or more absences 1<sup>st</sup> letter mailed home
- 10 or more absences 2<sup>nd</sup> letter mailed home and/or phone call home
- 15 or more absences 3<sup>rd</sup> letter mailed home and required meeting with the Oakland County Truancy Officer
- 18 absences Referral to Oakland County Truancy

### **IMPORTANT**

***Please be sure that Southfield Public Schools has the correct mailing address on file for your student/s and that MacArthur K-8 University Academy has an updated working phone number on file.***