

FQMS Attendance Procedures

You can email your absence notes to: FQMSabsence@hcpss.org. You can still send in a note with your child when they return to school if you prefer.

Absent - When your child is absent, please either send an email to FQMSattendance@hcpss.org or send a note into school with them when they return. The note or email must be received in the **within five days** of the child's return to school. The note should include the child's name, the date(s) of the absence, the reason for the absence and a parent/guardian signature.

Tardy - Tardy just means late to school. If your student is not **in 1st period by 7:40**, they will be marked tardy. Tardies can be excused or unexcused, depending on the reason. An adult or a note must accompany a tardy student into the school. Notes do not need to be on a special form or from a doctor (except in cases of lengthy illness or surgery). Sometimes a student is so tardy they actually are absent. Emails are generated automatically by Synergy if a student is absent for a full or half day. *Students must be in school for at least two hours to be considered present for half a day and four hours for a full day.*

Early Dismissal - Please provide a note to your child the morning of an early dismissal, which they will bring to the Front Office. The note should state the student's name, the time and reason for the dismissal and the name of the person picking them up. Students will not be called out of class until their ride arrives in the Front Office. ***If you forget to write a note or make an appointment after your child has left for school, please call 410-313-1506. Please do not email this information.***

Unexcused Absences - For absences that would not be for an excused reason (see HCPSS Policy 9010 here <https://www.hcpss.org/policies/9000/9010-attendance/>), a Discretionary Absence form should be completed: <http://fqms.hcpss.org/file/extended-or-discretionary-absence-formpdf>. Each student gets three days per school year for such absences.

For Religious Observances see the form attached here:

<http://fqms.hcpss.org/sites/default/files/religious-absence%20form%20%28fillable%29.pdf>.

Please forward this completed form to: FQMSabsence@hcpss.org.