

23-24 School Year Attendance Expectations

There is a direct correlation between school attendance and academic performance. MMAEC wants to ensure that your child is receiving the best education possible and this can only be done if he/she is in attendance.

Collectively, it is the responsibility of the family and the school to monitor and record each student's attendance. MMAEC is partnered with Muskegon Area Intermediate School District (MAISD) and the Muskegon County Prosecutor's office to enforce the Guidelines for Operation Graduation's Attendance and Truancy Expectations.

Here is what the family can expect from MMAEC:

- On a student's **3rd Unexcused Absence**, your child's classroom teacher will make a phone call to inform the family of the child's attendance.
- On a student's **5th Unexcused Absence**, MMAEC will mail home a letter informing the family of the child's 5th Unexcused Absence. This letter serves as a resource with suggestions to improve attendance and the importance of attendance and student learning.
- On a student's **10th Unexcused Absence**, MMAEC will send a truancy letter to the family of the child's 10th Unexcused Absence. This letter serves as a resource with suggestions to improve attendance and the importance of attendance and student learning.
- On a student's **15th Unexcused Absence**, MMAEC will send a second truancy letter home to the family. *MMAEC will also ask that the family contact the school to schedule a meeting to discuss the attendance issue. **If the family does not attend the meeting, then MMAEC will send a Truancy Referral Form to MAISD.***
- Once a student reaches **20 Unexcused Absences**, MMAEC will send a Truancy Referral Form to MAISD.

Here at MMAEC, we appreciate the partnership with families in the education of your child(ren). Communication is vital for both parties to provide the best opportunities for each and every family and your child(ren). Please contact me if you have any questions or concerns regarding your child's attendance.

Environmentally yours,

Brad Coon, EdS
Principal

Where Grace and Courtesy Goes a Long Way