



**CROSWELL-LEXINGTON
COMMUNITY SCHOOLS**

Croswell-Lexington High School

546I E. Peck Road

Croswell, MI 48422

810-679-1500

Lisa Burns / Principal

Andy Vestich / Asst. Principal

January 3, 2024

Good evening,

Our current attendance records for semester one show that your CLHS student has more than 10 absences in at least one class. You may check your student's Skyward account to see the absences that have been recorded for each hour. According to the Attendance Policy in the CLHS handbook on page 30-31:

There are three types of absences: Documented Excused, Excused, and Unexcused. Absences that are determined to be "Documented Excused" do not count toward the allotted ten absences allowed according to school policy; however, fewer than ten may result in a truancy referral.

Students are allowed 10 absences (Excused or Unexcused) per semester. Over 10 Absences (any combined) per semester = the student must pass the final exam and the class and earn an overall passing grade for the semester in order to receive credit (high school only). The overall grade is made up of both marking period grades and the final exam grade. Documented days in quarantine due to Covid-19 exposure will not count towards absences. Verified disability-related absences will not count towards absences.

If a student is absent, the office must receive a call that day to have him or her "Excused" or bring in documentation (i.e. doctor's note, court paperwork, etc.) within 48 hours to make him or her "Documented Excused." The building administration will determine whether an absence is Documented Excused, Excused, or Unexcused. A parent's note or phone call does not automatically excuse an absence. Absences may be "Documented Excused" or "Excused" in the case of personal illness, serious illness, or death in the immediate family, authorized religious obligations, or other absences approved in advance by the building administration. Other absences will be considered unexcused.

The following are NOT applied to a student's attendance record: school trips/functions, athletic events, college visits, guidance appointments, and documented quarantine days due to Covid-19 exposure. Vacations will count against the 10-absence limit. They should be pre-excused by picking up the proper form in the office and returning it to the office before the trip. At the end of the semester, any student who has 10 absences or more in any class will not be assigned credit until verification of exam and class grade scores.

Therefore in addition to earning at least a 60% percent for the semester grade in the class, your child must pass the semester exam with 60% or higher in order to earn credit in those classes where he/she has over 10 absences.

Please make sure that your student spends time preparing for exams. Semester one exams will be held on January 11th and 12th.

If you believe there are errors in your student's attendance, please contact me and I will review it. If I can be of any help to you, please don't hesitate to ask. We all want your student to succeed!

Please encourage your CLHS student to work hard these next few days and finish strong!

Thank you,

Andy Vestich
Assistant Principal
Cros-Lex High School
avestich@crosex.org