



# Michigan Online School Attendance Protocol and Truancy Procedure

## Daily Attendance Requirements

- Students must be actively learning for 6.1 hours each school day
- Students must work in each academic course each school day

Both requirements must be met to be counted as Fully Present.

## Absences

### Partial Absences

- A student will be marked as Partially Absent if they are active in school for less than the required 6.1 hour daily requirement.

### Unexcused Absences

- When a student does not log into Canvas on a scheduled school day, they are marked as Unexcused Absent.
  - A student can be marked as Unexcused Absent if activity in Canvas is brief or limited. To ensure attendance is tracked, students must actively engage with their courses through activities such as joining or watching live sessions, reviewing module materials, completing assignments, and other forms of participation.

### Excused Absences

Parents should report any and all absences to the Dean of Attendance through:

- The [Unplanned Absence Form](#) or the attendance hotline (269) 216-6972, option 3 for unexpected absences such as sick days and family emergencies. Unexpected absences must be reported within three days of the date of absence to be excused.
- The [Planned Absence Form](#) for planned absences such as family vacations, medical leave/appointments, and religious holidays.

Both forms can be found on the homepage of the student's Advisory course. Absences that are not reported will be unexcused. **No more than 10 absences will be excused each school year.**

The following are recognized as excusable absences:

- Student illness
- Death in the family
- Religious holidays
- Required court appearance/appointment
- Approved college visit
- Documents issue with school technology
- Outside counseling/medical appointment

- Vacation (contingent on the student’s academic standing. All vacation requests must be submitted through the Planned Absence Form at least 5 school days before the start of the vacation.)
- Any other reason as the school administrator’s sole discretion

*Please be aware that absences due to internet outages will not be excused. Families are expected to have a back up plan to access school (i.e. going to a public library or a restaurant with free WiFi) in the case of an internet outage.*

**No Login Alerts**

Automated alerts are sent to parents/guardians by text and email the school day after a full-day absence, whether excused or unexcused. The alert will include links to the Unplanned Absence Form and the attendance hotline number, in case the absence has not yet been reported.

**Absenteeism and Truancy**

- **Chronic absenteeism** - missing 10% or more of school days for any reason, excused or unexcused. Chronically absent students are at higher risk of academic failure and dropping out.
- **Truancy** - 10 days of full unexcused absences. Truancy may result in circuit court charges, which could bring a misdemeanor charge for the parent/guardian

**MOS Truancy Procedure**

Condition	Action
5 unexcused absences and failing two more courses	First warning letter sent to guardians/eligible students via email
8 unexcused absences and failing two or more courses	Second warning letter sent to guardians/eligible students via email and mail.
11 unexcused absences and failing two or more courses. Student is truant.	First truancy notice sent to guardians/eligible students via email and mail. Engagement Success Plan required. Truancy referral to ISD and/or Circuit Court for intervention and/or truancy charges.
15 unexcused absences and failing two or more courses.	Second and final truancy notice sent to guardians/eligible students via email and mail. The letter informs the family that the student could be withdrawn due to truancy. Truancy Review Committee reviews the student’s truancy and determines next steps.
Student has received all four letters, continues gaining unexcused absences, and is showing lack of engagement	Notice of Withdrawal letter sent to guardians/eligible students, and subsequent withdrawal