**Attendance Information**

Each day at Mount View we receive phone calls and emails with questions about attendance. Below is some information to help explain how the daily attendance is recorded and coded.

Each day, around 11:00 AM, Synergy sends an automated email to parents if their student is marked tardy or absent. The email will not distinguish whether the Absence or Tardy is excused or unexcused, nor will it distinguish the Absence as a half or full day.

**MVMS Tardy Arrivals:**

- If your student arrives ***after 10:25AM*,** he or she will be marked Absent for a half day.

- If your studentarrives ***after 12:25PM*,** he or she will be marked Absent for a full day**.**

**MVMS Early Dismissals:**

- If you take your student out **prior to 9:40 AM**, he or she will be marked for a Full Day Absent until he or she returns.

If the student returns before the automated emails are sent, you shouldn’t get an email, but sometimes this is unavoidable depending on the time you sign him or her back in, and the time the data is entered back into the system.

- If you take your student out ***prior to 11:40 AM, but after 9:40 AM***, he or she will be marked for a Half Day Absent, unless/until the student returns.

- Any early dismissals occurring after 11:41 AM are only recorded as an Early Dismissal and not as an Absence.

1. **A student is present a full day if they are here 4 or more hours.**  It does not need to be 4 consecutive hours, just 4 hours in total for the day.
2. **A student is absent a ½ day if they are present for at least 2 hours, but less than 4 hours.** **A student is considered a full day absent when they are present for less than 2 hours in total**.

Always remember to send an email or note to the school explaining why your student was absent. Please include your student’s FULL name, the date of the absence, and the reason for the absence.

All students who arrive late to school must be signed in by a parent or guardian. Emails can be sent to mvmsattendance@hcpss.org or april\_snyder@hcpss.org. If you have any additional questions or concerns about attendance, please feel free to email Mrs. Snyder in Student Services.