



Sunset Elementary Student and Parent Attendance Agreement



All students at Sunset Elementary are expected to attend school on a regular and timely basis and must follow Miami-Dade County Public Schools Attendance Policy. Students must be seated in their homeroom class, ready to start the school day, by the time the bell rings at 8:35 AM.

When a student is absent, the parent is to provide an email within **three days** of the absence with the information below to **5401attendance@dadeschools.net**:

- *Student Name*
- *Grade and Homeroom Teacher*
- *Date of Absence*
- *Reason for Absence*
- *Parent Signature*

If an email is not received by 5401attendance@dadeschools.net within three days, the absence will not be excused. It is recommended the parent also emails the teacher.

If the student is absent for **three or more consecutive days**, the parent must provide the teacher a written, "Return to School" notice from a medical provider upon the student's return.

For a student to be considered present, the student must be in the school for no less than two hours of the day.

Please note a student may not be dismissed early from school within the last thirty (30) minutes of the school day, unless authorized by the principal, or principal's designee, for **emergency** purposes only.

I acknowledge that I have read and will comply with the 2023-2024 Sunset Elementary Attendance Agreement.

Student's Name (print name clearly) Grade Homeroom Teacher

Student's Signature Date
